19 CONSUMABLE INVENTORY

19.1 Consumable Inventory Overview

The ISIS Consumable Inventory subsystem is designed to support the requisition processing, inventory management, purchasing, and physical inventory reconciliation functions of inventory management through a set of highly interactive capabilities. The design of this subsystem is based on four key objectives:

- To provide information on the availability of stocked items and the status of stock requisitions, to facilitate timely requisition processing, and to automatically record and service back orders;
- To help minimize inventory investments consistent with service objectives by basing purchasing decisions on usage history;
- To provide automated tools to assist servicing, purchasing, and management of the inventory; and,
- To improve financial control of the inventory by chargebacks to the user organizations and by periodic reconciliation of the inventory balances with the physical counts.

The ISIS Consumable Inventory subsystem utilizes a set of user-maintained master reference tables, a set of system-maintained master application tables, eight transaction document types, and several batch programs. The subsystem also creates Consumable Inventory Management Reports. These management reports, as well as the master tables, batch programs, and transaction document types, are described and explained in the *GFS Inventory Control User Guide*.

There are six accounting events represented in the Consumable Inventory process. The State of Louisiana currently accounts for inventory using the "**Purchase**" method.

- **Stock Requisition (Pre-encumbrance).** A request for procurement represents the intent to incur an obligation. Requests for procurement can provide useful accounting information for internal management purposes and are recorded in the accounting system as pre-encumbrances. Though they do not represent legal obligations, they are reductions to the available budget balance when budgetary controls are being used.
- **Issue Confirmation (Buyer Expenditure, Seller Revenue).** Once requested stock items are released and issued by the seller, the net accounting effect recognizes revenue for the seller at the unit price times the quantity of the stock items. The buyer recognizes an expenditure/expense for the same amount. At this time, cash accounts for the buyer and seller are adjusted to reflect the issuance of stock.

- **Over-the-Counter Requisitions (Buyer Expenditure, Seller Revenue).** A direct issue of requested stock items from inventory recognizes the same net accounting events involved with an issue confirmation: expenditure/expense to the buyer and revenue to the seller. As with the issue confirmation, the transfer of cash will take place when the over-the-counter is processed.

- **Stock Return (Reverses Accounting at Issue).** The return of stock items to inventory by the buyer results in revising the accounting events that took place at the issuance of these items. A decrease in revenue for the seller and a decrease in expenditure/expense for the buyer are the net accounting effects.

- **Inventory Adjustment (Seller Expense).** The managing warehouse may need to adjust the on-hand quantities or the unit costs of stock items in inventory for other than a sales transaction. If quantity and/or unit cost are increased, the net accounting effect of this event is an increase in inventory balances with a decrease in expense to the seller. If there is a decrease in quantity and/or unit cost, the net accounting effect is a decrease in inventory balances and an increase in expense to the seller.

- **Stock Transfer Receipt (Transfer of Expenditure).** As the transfer of stock items is recognized and received by the receiving warehouse, the expenditure previously incurred by the issuing warehouse is transferred to the receiving warehouse. The net accounting effect results in an increase in the available budget balances for the issuing warehouse and reductions in the available budget balances of the receiving warehouse.

The two non-accounting or item-tracking events represented during the inventory control process are:

- **Pick and Issue Document.** This process prints a pick ticket and generates an associated Issue Confirmation document for each Stock Requisition which has a reserved stock item.

- **Stock Transfer Issue Document.** This tracking process initiates the transfer of items from one warehouse to another and places items from an on-hand status to an in-transfer status.

19.1.1 The Ledger and Master Tables

The Consumable Inventory subsystem maintains the Inventory Ledger (INVENT). This ledger provides a detailed audit trail of all inventory transactions. It contains mainly information regarding stock items and associated quantities, but includes the buyers' accounting distribution for report writing purposes. All accounting transactions produced by inventory transactions are recorded and posted to the General Ledger (GENLED).

The Consumable Inventory subsystem consists of two groups of master tables:

- User-maintained tables are established and maintained by the user. These are reference tables.

- System-maintained tables are maintained by the Consumable Inventory subsystem. They store information needed for the processing of inventory transactions.

Figure 1 provides a list of the master tables used by the Consumable Inventory subsystem.

Figure 1
Consumable Inventory Master Tables

ABC Parameter Table	(ABCP)
Adjustment Code Table	(ADJC)
Inventory Table	(INVN, INV2, INV3)
Inventory by Keyword-1 Table	(INK1)
Inventory by Keyword-2 Table	(INK2)
Inventory by Keyword-3 Table	(INK3)
Inventory by Stock Item Table	(INVI)
Inventory Master by Part Number Table	(INVP)
Inventory by Warehouse Stock Item Table	(INVW)
Inventory Master by Part Number Table	(INVP)
Inventory by Warehouse, Stock Item Table	(INVW)
Issue Queue Table	(ISSQ)
Item Group Table	(ITMG)
Item Group by Stock Item Table	(ITMS)
Inventory Lot/Serial Number/ID Number	(LOTT)
Inventory Warehouse by Lot Inquiry Table	(LOTI)
Open Items by Stock Number Table	(OISN)
	(OPPH)
	(OPPL)
	(ORCH)
	(ORCL)
Open Stock Requisition Header Table	(OSRH)
Open Stock Requisition Accounting Line	(OSRL)
Open Stock Requisition Item Line Table	(OSRC)
Open Stock Requisition Issues Line Table	(OSRI)
Open Transfer Header Table	(OTRH)
Open Requisition Item by Issue Return Table	(OSRR)
Open Transfer Line Table	(OTRL)
Physical Inventory Freeze Table	(INVF)
Return Code Table	(RETC)
Warehouse Management Table	(WHSE)
Warehouse Group Table	(WHSG)

19.1.2 Consumable Inventory Subsystem Transactions Overview

The ISIS Consumable Inventory subsystem includes the use of eight transaction documents:

- **Stock Requisition (SR) -** Users request quantities of stock items from an on-hand supply. This transaction pre-encumbers funds for the acquisition of these items. Back orders are acceptable.
- **Pick and Issue (PI) -** Schedules and releases previously reserved items from SR documents for pick and issue. This transaction also creates a Pick Ticket Report (II07) and creates the appropriate Stock Issue Confirmation (CI) document.

- **Stock Issue Confirmation (CI) -** Issues requested and released items from the on-hand quantity. Reverses the pre-encumbrance created by the Stock Requisition (SR) document, records the expense of inventory at cost, recognizes revenue to the seller and expenditure to the buyer as the issue prices. Records the transfer of cash for inventory issuance. This transaction is entered when the request entered on the SR is shipped.

- **Over-the-Counter (OC) -** Issues requested items directly from the on-hand quantity. Back ordering of items through over the counter transactions is not allowed. This transaction records the expense of inventory at cost, recognizes revenue to the seller and expenditure to the buyer at the issue price. The processing of the OC document produces an Inventory Over-the-Counter Receipt that identifies the requestor and the stock items that were issued. The OC transaction is used in the SR/PI/CI documents when the requestor is at the warehouse to receive the item.

- **Stock Return (SN) -** Allows the original buyer to return previously issued items. At the option of the issuing warehouse, a return charge may be imposed. This transaction reverses revenue to the seller and expenditure to the buyer. Increases the on-hand quantities.

- **Physical Inventory Adjustment (IA) -** Allows warehouse management to adjust quantities or unit values of on-hand items due to a change in on-hand quantities or unit costs. These adjustments alter inventory and cost of goods expense balances.

- **Stock Transfer Issue (TI) -** Initiates the transfer of items from one warehouse to another.

- **Stock Transfer Receipt (TR) -** Recognizes the receipt of transfer items by the receiving warehouse. On-hand quantities of receiving/issuing warehouses are adjusted. This transaction recognizes inventory and expenditure balances at cost.

19.1.3 Consumable Inventory Accounting Definition

Consumable Inventory

Consumable Inventories are asset items held for sale in the ordinary course of business, or goods that will be used or consumed in the production of goods to be sold. This specifically includes consumable inventories which, for state purposes, include inventories of raw materials and supplies held for consumption, merchandise for resale, livestock held for resale, and expendable medical supplies. These are currently valued primarily using the average cost method.

Inventories of materials and supplies within the general governmental fund type will be expended against the appropriation to a stores increase object when acquired and will be charged to stores decrease when issued.

For purposes of policy definition, "supplies inventory" will be defined as materials, articles and commodities which are consumed, to be consumed, or materially altered when used in operations. Included in this definition then will be the following: office supplies, operating supplies for food, medical, automotive, and other; repair and maintenance supplies-automotive and other; Vo-tech building supplies; colleges and universities merchandise for resale, supplies transfers to plant, expendable athletic equipment, agricultural animal feed, and agricultural chemicals.

19.1.4 Processing Chains

The term "Processing Claim" refers to a series of transactions or table entries required to perform an action. Several different processing chains are supported in the Consumable Inventory subsystem to accommodate various accounting procedures and circumstances involving individual inventory events. Each step in the chain is explained in detail in the *GFS Inventory Control Subsystem User Guide*.

19.1.5 Referencing Facility

The various steps in expenditure accounting that apply to the same inventory event are linked together in ISIS by referencing the document that was processed prior to the current document. For example, when a stock return is entered against a previously accepted and processed requisition, one of the data elements coded on the stock return document can be the document ID of the requisition. Referencing helps to reduce data entry by allowing required information for a transaction to be inferred from a previously enter transaction of a different type. When the stock return mentioned above references the processed requisition, several required fields for commodity information get inferred from the open requisition tables.

19.1.6 Open Stock Requisitions and Transfers

Outstanding stock requisitions are maintained on Open Stock Requisition Master tables. Outstanding stock item transfers are maintained on Open Stock Transfer Master tables. These tables are system-maintained and cannot be changed by users. To change an entry on any of these tables, a modifying transaction must be entered to reflect the desired changes. Users with access to a terminal can display the tables on their screens by using the Master Table Inquiry (MTI) facility.

Items are stored in open item tables when the document recording the transaction is accepted. A clearing process, run by the System Administrator on a regular basis (at the end of every accounting period is recommended), reduces the size of the tables.

The clearing process affects open item tables in the following manner:

- Stock requisitions whose amounts are equal to the total amount of one or several referencing issue confirmation documents are marked "Closed."
- Over-the-counter requisitions are marked "Closed" immediately after the required items are issued.
- Stock transfer receipts are marked "Closed" when the received transfer quantity is equal to the issued transfer quantity.
- Inactive entries on the Inventory Master (INVN) table will be purged when the deletion indicator on INVN is set to “Y”, and the backordered, on-order, on-hand, and current-on-request quantities are zero.

The field descriptions of all Open Item Master tables are explained in subsequent sections in this chapter.

19.1.7 Canceling Expenditure Transactions

Outstanding (open) stock requisitions, issue confirmations, stock returns, stock transfer issues, and stock transfer receipts should be canceled when it becomes known that the transaction will not occur. Canceling the transaction reverses the obligation and clears the item on the appropriate Open Item Master table.

Canceling requisitions, stock returns, stock transfer issues, and stock transfer receipts is achieved by coding a document action of “X.” This action automatically zeroes out the accounting and item lines of the document, revises all accounting entries, and deletes all records associated with the document from the Open Item Master tables.

Pick and Issue (PI) documents and Stock Issue Confirmation (CI) documents can be canceled in the same manner as other transactions, except that the items must not have been previously issued.

19.1.8 Integration with Advanced Government Purchasing System (AGPS)

The Advanced Government Purchasing System (AGPS) of ISIS is designed to provide department users, purchasing and accounts payable personnel with operational support in the requisition, purchase, and payment process. The GFS Consumable Inventory subsystem is designed to aid warehouse personnel in effectively processing stock replenishment requisitions and managing reasonable inventory levels.

The GFS Consumable Inventory subsystem and AGPS are integrated so AGPS transactions update inventory files. For example, when a purchase order is accepted by AGPS, on-order quantity and expected date of delivery fields are updated on the Inventory Master (INVN) table. Similarly, purchasing lead times are calculated and incorporated by the inventory batch program which sets reorder levels and order quantities. Purchase requisitions (RX), purchase orders (PC), and receivers (RC) are the only ways to update several fields in the inventory master tables.

19.1.9 Requisitions

A request for procurement recognizes the intent to incur an obligation. Thus, purchase requisitions are recorded in ISIS in memo form as pre-encumbrances and are shown as a separate category from encumbrances and expenditures on reports.

Through the integration between AGPS and GFS, requisitions used to purchase stock for the warehouse are posted to GFS in the form of Purchasing Requisition (RX) Transactions. Purchase requisition transactions capture descriptive information beyond the account and item detail. Some examples of this information are delivery location, requestor name, and required delivery date.

The requisition process updates the INVN table in GFS for the "On Request" quantity. The "On Request" quantity is taken into account when the reorder process runs each night.

19.1.10 Purchase Orders

After a purchase requisition is accepted by ISIS, the next step is to enter and process one or more purchase orders against the requisition. As with stock replenishment requisitions, Purchase Orders can only be created in GFS through the integration with AGPS. All purchase orders are initialed from AGPS.

In general, purchase orders generate encumbrance transactions which increase total obligations and reduce unobligated account balances. They record obligations prior to the point at which goods are received or services rendered.

Within ISIS, there are two types of purchase orders used with AGPS:

1. **The Purchase Order (PO)** is used for purchasing transactions that do not involve consumable inventory. PO transactions reference RQ transactions in GFS.
2. **The Central Purchase Order (PC)** is used for Purchasing transactions that involve consumable inventory. PC transactions reference RX transaction in GFS. The warehouse code on the AGPS header screens determines if the PO or PC will be generated.

In terms of accounting events, both purchase order documents produce the same results under the same accounting model.

ISIS currently supports two accounting models for purchases into inventory:

- *The Purchase Method*, whereby purchases are charged to a budgetary account upon acquisition. The State of Louisiana currently accounts for inventory using this method.

- *The Consumption Method*, whereby inventory items are recorded as assets upon acquisition, and are charged to expenditures upon issue from the warehouse for consumption.

Once a purchase order is processed and accepted by AGPS, it updates the on-order quantity and expected delivery date in the Inventory Master (INVN) table.

19.1.11 Receivers

In general, there are no accounting consequences involved with Receiver (RC) transactions. These transactions are used to record the receipt of goods (stock items) against specific order item lines. Received transactions must reference a prior purchase order which has been accepted in AGPS and interfaced to GFS.

Once an RC document is accepted, the Inventory Master (INVN) table is updated by increasing the on-hand and available quantity fields to reflect the RC transaction. Also, the on-order field is reduced by the quantity received. At this point, the unit cost for the item received is recalculated and the extended amount is updated.

19.1.12 Inventoriable Cost Determination Overview

Inventoriable cost (product cost) determination will include cost of the inventory plus any additional charges incurred directly to convert the goods for sale or use. These include cost of freight and hauling charges on goods purchased, and other direct cost of acquisition, labor and other production costs incurred in processing the goods up to the time of sale. Any additional charges incurred in the acquisition of inventory through the purchasing systems must be included in the order price to be reflected in the item's cost for the inventory system. For example, if freight charges incurred on an inventory item are included in other charges or adjustments on OPAY (AGPS), these costs will be charged directly to the warehouse and not be attached to the proper item.

19.1.12.1 Guidelines for Selection of Valuation Methods

The valuation of inventory requires determination of:

- The physical goods or items to be included in inventory;
- The costs to be included in inventory; and
- The cost flow assumption to be adopted.
- Physical goods to be included in inventory include goods available for sale or use, goods-in-transit, and goods on consignment.
- Inventoriable costs or product costs determination will include costs of the inventory plus any additional charges incurred directly to convert the goods for sale or use. These include cost of freight and hauling charges on goods purchased, and other direct cost of acquisition, labor and other production costs incurred in processing the goods up to the time of sale.

- Inventories will be valued using the *Average Cost Method*.

  The average cost method prices items in the inventory on the basis of the average cost of all similar goods available during the period. If perpetual inventory records are not kept, the cost of the inventory is computed only at the end of the period as a **weighted-average method.**

  The advantages of the average cost methods are justified on the basis of practical rather than conceptual reasons. They are simple to apply, objective and not as subject to income manipulations as some of the other methods.

19.2 Consumable Inventory Policies

The following policies apply for agencies making a request to utilize the Consumable Inventory subsystem in ISIS:

- Agencies must first notify OSIS of their intent to use the ISIS Consumable Inventory subsystem.

- OSIS will conduct a pre-qualification review of an agency to determine their:

  -- data processing equipment needs
  -- data conversion requirements (if necessary)
  -- personnel training needs, and
  -- timing considerations.

- Once the request is approved, OSIS will develop a workplan for the agency to follow in conducting all of the required steps to implement the Consumable Inventory subsystem.

- The work plan will include a task which will require the agency to submit a list of inventory items using AGPS commodity codes and requested descriptions. This list will be forwarded to the Office of State Purchasing for review. SPO will then determine if new AGPS commodity codes are required.

- OSIS will schedule a date for an agency's live operation (implementation) of the Consumable Inventory subsystembased on agreement between OSIS, OSRAP and SPO.

The following policies apply when processing consumable inventory items in ISIS:

- All consumable inventory items will be charged to an expenditure account upon acquisition (Purchase Method). This policy was established by OSRAP. The WHSE table, maintained by SPO, controls this process.

- All requisitions and purchase orders will be processed in the Advanced Governmental Purchasing System (AGPS).

- All inventoriable items will be valued utilizing the "Average Cost Method."

- Physical inventory counts should (at a minimum) be conducted within 30 days after the end of the State's fiscal year. Adjusting entries should be made to inventory items to reflect on-hand balances for reporting inventory values at fiscal-year-end.

- The inventory alphanumeric, four-digit warehouse number will be assigned by State Purchasing according to the following scheme and will be defined and maintained by State Purchasing and/or OSRAP: To aid in recognition of warehouses and sorting of reports, all inventory warehouses will begin with the three digit ISIS agency number. Agencies will be allowed to designate the fourth digit. If an agency requires more than 36 warehouses, an exception to this policy will be allowed. State Purchasing and/or OSRAP will also define values for each of the following items:

    - Warehouse Definitions
    - Commodity Codes
    - Units of Measure Standards
    -
    - Inventory Control System Security Standards
    - Accounting Default Coding

- Inventory transaction adjustments for overages and shortages will be made after verification of the process revealing such condition and upon certification by the fiscal officer. Verification of the condition necessitating the adjustment will include among other things a physical inventory count and inspection. After the overage/shortage, spoilage and/or obsolescence have been authenticated or approved, the inventory account will be adjusted with a debit to the "Inventory Adjustment Account" and a credit to the "Inventory Account."

19.3 Consumable Inventory Subsystem User-Maintained Master Reference Tables

This section provides an overview of the Consumable Inventory subsystem user-maintained master reference tables. These tables should be initialized at the time of Consumable Inventory subsystem installation and should be updated whenever OSRAP and/or State Purchasing determines that changes/updates to the tables are required. Consumable Inventory master reference tables are user-accessible tables of information that store system-control information and present selected financial data to the end user.

19.3.1 ABC Classification Parameter Master (ABCP) Table Overview

The ABC Classification Parameter Master (ABCP) table is used to set management parameters (e.g., forecast methods, order quantity method) for stock items with similar management needs. ABC classifications are used to group these items. For example, expensive items may be in one ABC classification while inexpensive items are in another.

19.3.1.1 ABC Classification Parameter Master (ABCP) Table Policies

The following policies apply to the maintenance of the ABC Classification Parameter Master (ABCP) table in ISIS:

- Agencies utilizing the Consumable Inventory subsystem are responsible for maintaining the ABC Classification Parameter Master (ABCP) table.

- Agencies are responsible for defining the ABC classification parameter codes and entering the information necessary to establish the ABC classification parameters required for the Consumable Inventory subsystem.

- Agencies should periodically review the information stored on the ABCP table, determine whether updates are needed, and enter changes or modifications, as necessary.

19.3.1.2 ABC Classification Parameter Master (ABCP) Table Control Agency Procedures

Responsibility	**Action**
SPO	Verify agency has set up ABCP before establishing new warehouse on WHSE TABLE. ABC class is a required field to set up a warehouse. If ABCP entry is not established, contact agency and advise them to enter ABCP so warehouse can be entered.
Agency	Enters the necessary information to establish the classification parameters . This table should be initialized at the time of system installation and should be updated whenever agencies determine an update is required.

19.3.1.3 Agency-Specific Procedures for the ABC Classification Parameter Master (ABCP) Table

19.3.1.4 ABC Classification Parameter Master (ABCP) Table Screen Print and Field Descriptions

The screen print of the ABC Classification Parameter Master (ABCP) table is pictured below, and field descriptions follow.

ABC Classification Parameter Table (ABCP)

```
ACTION: S TABLEID: ABCP  USERID: ........

ABC CLASSIFICATION PARAMETER TABLE
KEY IS AGENCY, ABC CLASSIFICATION
01-
         AGENCY: ...    ABC CLASSIFICATION: .....
    DESCRIPTION: ...................

     FORECAST  METHOD: .        NUM MONTHS: ..     SAFETY STOCK FACTOR:  ...
     ORDER QTY METHOD: .    EOQ ORDER COST: ............. EOQ CARRY %:  ...
     LEAD TIME ADJUSTMENT: ...
02-
         AGENCY: ...    ABC CLASSIFICATION: .....
    DESCRIPTION: ...................

     FORECAST  METHOD: .        NUM MONTHS: ..     SAFETY STOCK FACTOR:  ...
     ORDER QTY METHOD: .    EOQ ORDER COST: ............. EOQ CARRY %:  ...
     LEAD TIME ADJUSTMENT: ...
```

The ABC Classification Parameter (ABCP) table is used to set management parameters (e.g., forecast methods, order quantity method) for stock items with similar management needs. ABC classifications are used to group these items. For example, expensive items may be in one ABC classification, while inexpensive items are in another.

This table is user-maintained. It should be initialized at the time of system installation and should be updated whenever management requirements related to these parameters change.

AGENCY	Required. Enter the agency that will be managing this stock item group. Must be valid in the Agency Master table (AGCY).
ABC CLASSIFICATION	Required. Enter the code for the logical grouping as defined by the inventory management.
DESCRIPTION	Required. Enter the description that is desired for this ABC classification.
FORECAST	Required. Enter:

METHOD	"S" for seasonal "N" for nonseasonal/regular "M" for manual setting
NUMBER MONTHS	Required. Enter the number of months to use for calculations in forecasting. If Forecast-Method is "M", default is zero.
SAFETY STOCK FACTOR	Required. Enter a number equal or greater than zero. This factor is the level at which an order must be placed to avoid stock outs.
ORDER QTY METHOD	Required. Enter: "E" for Economical Order Quantity (EOQ) "O" for Order up to "M" for Manual.
EOQ ORDER COST	Required only if Order Qty Method "E" was specified. Enter the cost of placing an order for this item.
EOQ CARRY %	Required only if Order Qty Method "E" was specified. Enter the percentage carrying cost for this commodity.
LEAD TIME ADJUSTMENT	Optional. Enter the number of days to be added to purchasing lead time. This entry will be used to compute reorder levels and amounts. Default is zero.

19.3.2 Adjustment Code Master (ADJC) Table Overview

The Adjustment Code Master (ADJC) table provides a list of valid adjustment codes with descriptions to define the reason of the adjustments to inventory. For each adjustment code, there is an object code to which the accounting entries are posted. This object code must exist on the Expenditure Object Master Reference (OBJT) table.

PHYINV, the default adjustment code used by the Inventory Freeze program, must have an entry in this table. LOTEXP, the default adjustment code used by the LOT/Serial/Manufacturer's number tracking program, must have an entry in this table.

19.3.2.1 Adjustment Code Master (ADJC) Table Policies

The following policies apply to the maintenance of the Adjustment Code Master (ADJC) table:

- OSRAP is responsible for defining the adjustment codes and initializing the Adjustment Code Master (ADJC) table in ISIS.

- OSRAP is responsible for the ongoing maintenance of the Adjustment Code Master (ADJC) table.

19.3.2.2 Adjustment Code Master (ADJC) Table Procedures

Responsibility	**Action**
OSRAP	Enters the necessary information to populate the Adjustment Code Master (ADJC) table for the current fiscal year. This table should be initialized at the time of system installation and normally does not need to be modified.

19.3.2.3 Adjustment Code Master (ADJC) Table Screen Print and Field Descriptions

The screen print of the Adjustment Code Master (ADJC) table is pictured below, and field descriptions follow.

Adjustment Code Master Table (ADJC)

```
ACTION: S TABLEID: ADJC USERID: ........

    ADJUSTMENT CODE TABLE
    KEY IS ADJUSTMENT-CODE

    ADJUSTMENT CODE           DESCRIPTION                  OBJECT
    ---------------     -----------------------------      ------
01-     ......          .............................       ....
02-     ......          .............................       ....
03-     ......          .............................       ....
04-     ......          .............................       ....
05-     ......          .............................       ....
06-     ......          .............................       ....
07-     ......          .............................       ....
08-     ......          .............................       ....
09-     ......          .............................       ....
10-     ......          .............................       ....
11-     ......          .............................       ....
12-     ......          .............................       ....
13-     ......          .............................       ....
14-     ......          .............................       ....
15-     ......          .............................       ....
```

The Adjustment Code (ADJC) table provides a list of valid adjustment codes with descriptions to define the reason of the adjustments to inventory. For each adjustment code, there is an object code to which the accounting entries are posted. This object code must exist on the Object (OBJT) table. PHYINV, the default adjustment code used by the inventory freeze program must have an entry in this table.

This table is user-maintained. It should be initialized at the time of system installation. It normally would not need modification.

ADJUSTMENT CODE	Required. If adding a new line, enter a unique code. If changing or deleting, enter the affected code.
DESCRIPTION	Required. Enter the description that will define the reason for the adjustment to physical inventory.
OBJECT	Required. Enter the object code to which accounting entries will be written. Must exist in the Object (OBJT) table.

19.3.3 Inventory Maintenance Master (INV3) Table Overview

The Inventory Maintenance Master (INV3) table is used to maintain non-system generated information about stock items. Item account codes, price method options, and inventory control management parameters are set and/or modified using this table. This table is user-maintained and is typically updated when stock items are defined and may be updated at any time thereafter.

19.3.3.1 Inventory Maintenance Master (INV3) Table Policies

The following policies apply to the maintenance of the Inventory Maintenance Master (INV3) table:

- Agencies are is responsible for defining the information necessary to initialize and update the Inventory Maintenance Master (INV3) table.

- Agencies are responsible for maintaining the Inventory Maintenance Master (INV3) table in ISIS.

19.3.3.2 Inventory Maintenance Master (INV3) Table Agency Procedures

Responsibility	Action
Agencies	Enters the necessary information to update the Inventory Maintenance Master (INV3) table. This table should be initialized at the time of system installation and may be updated at any time.

19.3.3.3 Inventory Maintenance Master (INV3) Table Screen Print and Field Descriptions

The screen print of the Inventory Maintenance Master (INV3) table is pictured below, and field descriptions follow.

Inventory (Maintenance) Table (INV3)

```
 ACTION: S TABLEID: INV3 USERID: ........
 INVENTORY TABLE (MAINTENANCE SCREEN)
 KEY IS WAREHOUSE, STOCK ITEM
  WAREHOUSE: ....     STOCK ITEM: ............. ...  PRIMARY BIN: .....
                                                           BIN 1: .....
                                                           BIN 2: .....
  LONG DSCRPT: ............................................................
     DESCRIPT: ..............................     ISSUE UNIT: ....
 SPECIAL DESC: ..............................     PURCH UNIT: ....
       VENDOR: ...........                      SMALLER UNIT: .
    ABC CLASS: .....                              MULTIPLIER: .....
    STOCK GRP: ..                                     ACTIVE: .
     KEYWORDS: ........ ........ ........            OBJECT: ....
   PARENT IND: .                                  REV SOURCE: ....
  COST METHOD: .                                  BS ACCOUNT: ....
 PRICE METHOD: .                                LOT REQUIRED: .
  % SURCHARGE: ...                                   DEL IND: .
MAX SURCHARGE: ..............                  MAXIMUM ISSUE: ............
FIX SURCHARGE: ..............                  MINIMUM ISSUE: ............
    STD PRICE: ..............                  QTY PER ISSUE: ............
```

The Inventory Maintenance (INV3) table is used to maintain non-system generated information about stock items. Item account codes, price method options, and inventory control management parameters are set and/or modified using this screen.

This screen is user-maintained.

WAREHOUSE	Required. The warehouse in which this stock item is stored. Must be valid in the Warehouse Management table (WHSE).
STOCK ITEM	Required. The code that identifies the stock item.
PRIMARY BIN	Required. The location of the stock item in the warehouse.
BIN 1	Optional. For additional comments referring to the primary bin.
BIN 2	Optional. For additional comments referring to the primary bin.
LONG DESCRIPTION	Optional. The text describing the stock item.
DESCRIPTION	Required. Short text describing the stock item.
ISSUE UNIT	Required. The unit of measure used for inventory and issue. Must be valid in the Unit of Measure (UNIT) table.
SPECIAL DESC	Optional. Free-form field for recording other information about the stock item such as: weight, cubic feet of space required, special stocking instructions, or other facts. If the LOT REQUIRED indicator = "P", then the part number is recorded in this field (and the first character of the description **can not be blank**.)
PURCH UNIT	Required. The unit of measure used for purchasing the stock item. Must be valid in the UNIT Table.
VENDOR	Required. The code of the suggested vendor for warehouse purchases of this stock item. Must be valid in the Vendor Table (VEND).
SMALLER UNIT	Required. This flag indicates which unit of measure is smaller: "I" for Issue "P" for Purchasing

ABC CLASS	Required. Classification of the stock item for inventory management.
MULTIPLIER	Optional. The multiplicative factor by which one unit of measure is greater than the other. Defaults to "1."
STOCK GRP	Optional. The item group to which this stock item is defined. It is used in Physical Inventory Freeze program to specify groups of stock items to freeze.
ACTIVE	Optional. This flag indicates if the stock item is active or not. Defaults to "Y."
KEYWORDS (3)	Optional. Three Keyword fields used for reporting inventory stock item retrieval by each special characteristics, such as short item name.
OBJECT	Optional. The object code for stock items purchased for warehouse inventory. If left blank, the object code in the Warehouse Management Table (WHSE) is used.
PARENT IND	Optional. This flag indicates if the stock item is a parent item. Enter "Y" if a parent item, or "N" if not. Defaults to "N."
REV SOURCE	Optional. The revenue source for stock items issued. If left blank, the revenue source code in the Warehouse Management Table (WHSE) is used.
COST METHOD	Required. Enter "A" - Average-Cost method.
BS ACCOUNT	Optional. Balance sheet account for stock items on hand. If left blank, the balance sheet account code in the Warehouse Management Table (WHSE) is used.
PRICE METHOD	Required. Valid values are: "S" = standard price - no surcharge "P" = percentage surcharge "F" = fixed surcharge "W" = same price as for same item in parent warehouse.
	Required. Indicates if a lot or part number is required on

LOT REQUIRED	various documents. Valid values are: "L" = lot number is required "P" = part number is required (enter the part number in the Special Description field) "N" = no ID number should be entered
% SURCHARGE	Required, but only if price method is "P." Percentage multiplied by unit cost to determine issue price. Defaults to zero.
DEL IND	Optional. Blank defaults to "N." Used to mark an item for future deletion. If future deletion is desired, enter a "Y" in this field. If not desired, enter an "N".
MAX SURCHARGE	Optional if price method is "P"; otherwise, must be blank. Dollar limit of percent surcharge, applied per unit, to six decimal places. Defaults to zero.
MAXIMUM ISSUE	Optional. The largest order quantity of the stock item to be issued. Defaults to 99999.99.
FIX SURCHARGE	Required, but only if price method is "F" (fixed surcharge). Fixed amount to be added to each unit cost when issued, to six decimal places. Amount cannot be greater than $1 million. Defaults to zero.
MINIMUM ISSUE	Optional. The smallest order quantity of the stock item to be issued. Defaults to zero.
STD PRICE	Required, but only if price method is "S." The item price upon issue of this stock item, to six decimal places. Defaults to zero.
QTY PER ISSUE	Optional. Description of the issue unit field. Defaults to 1.000. Must enter to three decimal places. Amount cannot be greater than one million.

19.3.4 Item Group Master (ITMG) Table Overview

The Item Group Master (ITMG) table specifies relationships between inventory items. The relationship of parent/child allows end users to request one item (the parent) which consists of two or more stock items (the children).

19.3.4.1 Item Group Master (ITMG) Table Policies

The following policies apply to the maintenance of the Item Group Master (ITMG) table:

- Agencies who are utilizing the Consumable Inventory subsystem are responsible for the initialization of the Item Group Master (ITMG) table.

- Agencies are responsible for the on-going maintenance and updates of the Item Group Master (ITMG) table in ISIS.

19.3.4.2 Item Group Master (ITMG) Table Procedures

Responsibility	**Action**
Agency	Enters the necessary information to populate and/or update the Item Group Master (ITMG) table for the current fiscal year. This table should be initialized at the time of system installation and should be updated whenever agencies determine an update is required.

19.3.4.3 Agency-Specific Procedures for the Item Group Master (ITMG) Table

19.3.4.4 Item Group Master (ITMG) Table Screen Print and Field Descriptions

The screen print of the Item Group Master (ITMG) table is pictured below, and field descriptions follow.

Item Group Table (ITMG)

```
ACTION: S TABLEID: ITMG USERID: ........
ITEM GROUP TABLE
KEY IS PARENT ITEM, STOCK ITEM

PARENT ITEM= .............. ...
            STOCK ITEM              QUANTITY
         ==================         --------
01-      .............. ...           .....
02-      .............. ...           .....
03-      .............. ...           .....
04-      .............. ...           .....
05-      .............. ...           .....
06-      .............. ...           .....
07-      .............. ...           .....
08-      .............. ...           .....
09-      .............. ...           .....
10-      .............. ...           .....
11-      .............. ...           .....
12-      .............. ...           .....
13-      .............. ...           .....
```

The Item Group (ITMG) table specifies relationships between inventory items. The relationship of parent/child allows the user to request one item (the parent) which consists of two or more stock items (the children).

This table is user-maintained. It should be initialized at the time of system installation. It normally would not need modification.

PARENT ITEM	Required. Enter the stock item code which will be the grouped item identifier. Must be in the Commodity Master Table (COMM).
STOCK ITEM	Required. Enter the stock item code of the child for this group. Must be valid in the Commodity Master Table (COMM), and the code cannot be the same code as the parent stock item.
QUANTITY	Required. Enter a number greater than zero. This entry is the quantity of this item to be issued for each parent item. If left blank, defaults to zero.

19.3.5 Physical Inventory Freeze (INVF) Table Overview

The Physical Inventory Freeze (INVF) table stores information for the physical inventory process to reconcile the actual counts with the on-hand (system) quantities. Details of the stock item are acquired from the Inventory Master (INVN) table. Records can be added to this table by end users or when OSIS system administrators run the Inventory Freeze batch program (INIF). This table is user-maintained as a normal step during physical inventory counts. This table may be updated either manually or automatically, as determined by end-users.

The Physical Inventory Freeze (INVF) table is also used when stock items are frozen by the nightly INVENTORY LOT Maintenance (INLO) Batch program. These items are identified by the "LOT EXP" adjustment code.

19.3.5.1 Physical Inventory Freeze (INVF) Table Policies

The following policies apply to the maintenance of the Physical Inventory Freeze (INVF) table:

- Agencies utilizing the Consumable Inventory subsystem are responsible for requesting the INIF Batch program prior to a physical count to load the Physical Inventory Freeze (INVF) table.
- Agencies are responsible for the ongoing maintenance and updates of the Physical Inventory Freeze (INVF) table.
- Agencies using the Lot tracking capabilities of the Inventory subsystem should review INVF daily to identify expired items.

19.3.5.2 Physical Inventory Freeze (INVF) Table Procedures

Responsibility	**Action**
OSIS	Run Inventory Freeze batch program (INIF) when requested by agencies.
Agency	Enters the necessary information to populate and/or update the Physical Inventory Freeze (INVF) table. This table should be updated whenever agencies conduct a physical inventory count, or when agencies notify OSIS system administration personnel to run the Inventory Freeze batch program (INIF).

19.3.5.3 Agency-Specific Procedures for the Physical Inventory Freeze (INVF) Table

19.3.5.4 Physical Inventory Freeze (INVF) Table Screen Print and Field Descriptions

The screen print of the Physical Inventory Freeze (INVF) table is pictured below, and field descriptions follow.

Physical Inventory Freeze Table (INVF)

```
ACTION: S TABLEID: INVF USERID: ........
    PHYSICAL INVENTORY FREEZE TABLE
    KEY IS WAREHOUSE, STOCK ITEM

    WHSE STOCK NUMBER   SFX          DESCRIPTION           UNIT BIN # ADJ CD
                                                                      ACT QTY
    ---- ------------- --- ----------------------------- ---- ----- ------
01- .... ............. ... ............................. .... ..... ......
                                                                 ............
02- .... ............. ... ............................. .... ..... ......
                                                                 ............
03- .... ............. ... ............................. .... ..... ......
                                                                 ............
04- .... ............. ... ............................. .... ..... ......
                                                                 .............
05- .... ............. ... ............................. .... ..... ......
                                                                 .............
06- .... ............. ... ............................. .... ..... ......
                                                                 .............
07- .... ............. ... ............................. .... ..... ......
                                                                 .............
```

The Physical Inventory Freeze (INVF) table stores information for physical inventory to reconcile the actual accounts with the on hand (system) quantities. Details of the stock item are acquired from the Inventory Master (INVN) table. Records can be added to this table by the user, or by running the Inventory Freeze batch program (INIF).

This table is user-maintained as a normal step during physical inventories. These updates may be either manual or automated based upon user choice.

WHSE	Required. Enter the warehouse code in which this physical inventory reconciliation is taking place. Must be valid on the Warehouse Management (WHSE) table.
STOCK NUMBER/ SFX	Required. Enter the unique code and suffix which identifies the stock item. The code must be valid on the Inventory Master Table (INVN). Additions and/or deletions are allowed through the MTI processor.
DESCRIPTION	System-generated. The adjustment code description will be displayed. Inferred from the Adjustment Code Master Table (ADJC).
UNIT	System-generated. The unit of measure used for inventory is displayed. Inferred from the Inventory Master Table (INVN).
BIN #	System-generated. The location of the item in the warehouse is displayed. Inferred from the Inventory Master Table (INVN).
ACT QTY	Optional. Enter the quantity of the stock item that was counted during the physical inventory reconciliation.
ADJ CD	Required. Enter the code for the reason this adjustment is made to the inventory. Generally, this will be "PHYINV" unless another reason is identified. This code must be in the Adjustment Code Master (ADJC) table.

19.3.6 Return Code Master (RETC) Table Overview

The Return Code Master (RETC) table is used to interpret valid return codes by the description defining why the stock item is being returned to inventory. This is a user-maintained table.

19.3.6.1 Return Code Master (RETC) Table Policies

The following policies apply to the maintenance of the Return Code Master (RETC) table:

- State Purchasing is responsible for initializing the Return Code Master (RETC) table in ISIS.
- State Purchasing is responsible for the ongoing maintenance and updates of the Return Code Master (RETC) table.

19.3.6.2 Return Code Master (RETC) Table Procedures

Responsibility	Action
State Purchasing	Enters the necessary information to update the Return Code Master (RETC) table for the current fiscal year. This table should be initialized at the time of system installation and normally does not need to be modified.

19.3.6.3 Return Code Master (RETC) Table Screen Print and Field Descriptions

The screen print of the Return Code Master (RETC) table is pictured below, and field descriptions follow.

Return Code Master Table (RETC)

```
ACTION: S TABLEID: RETC USERID: ........
    RETURN CODE TABLE
    KEY IS RETURN CODE

    RETURN CODE                 DESCRIPTION
    -----------         ------------------------------
01-    ......           ..............................
02-    ......           ..............................
03-    ......           ..............................
04-    ......           ..............................
05-    ......           ..............................
06-    ......           ..............................
07-    ......           ..............................
08-    ......           ..............................
09-    ......           ..............................
10-    ......           ..............................
11-    ......           ..............................
12-    ......           ..............................
13-    ......           ..............................
14-    ......           ..............................
15-    ......           ..............................
```

The Return Code (RETC) table is used to display valid stock return codes. The description field provides the reason for returning a stock item to inventory.

This table is user-maintained. It should be initialized at the time of system installation. It normally would not need additional modification.

RETURN CODE	Required. Enter a unique code to define a reason for returning goods to inventory.
DESCRIPTION	Required. Enter the description that will explain the return code and the reason for returning a stock item to inventory.

19.3.7 Warehouse Management Master (WHSE) Table Overview

The Warehouse Management Master (WHSE) table consists of related information for each warehouse. It contains general information as well as specific operation conditions. This is a user maintained table and must be updated whenever a change occurs, as these codes are used in processing accounting documents.

19.3.7.1 Warehouse Management Master (WHSE) Table Policies

The following policies apply to the maintenance of the Warehouse Management Master (WHSE) table:

- SPO/OSRAP are responsible for establishing the information necessary to initialize the Warehouse Management Master (WHSE) table in ISIS.

- SPO/OSRAP are responsible for the ongoing maintenance and updates of the Warehouse Management (WHSE) table.

19.3.7.2 Warehouse Management Master (WHSE) Table Procedures

Responsibility	**Action**
Agency	Contacts OSIS System Administrator to receive qualification requirements if initially requesting use of the Consumable Inventory subsystem.
	Sends memo to SPO outlining requested changes to the Warehouse Management Master (WHSE) table.

Agency	Sends request to SPO requesting additional warehouse if desired.
OSRAP	Validates agency's accounting information and makes corrections, if appropriate. Notifies agency of any changes.
	Updates the Organization Master (ORGN) table and Continuing Organization (ORG3) table to establish inventory organizational structure.
	Furnishes SPO with accounting codes to complete the update of the Warehouse Management Master (WHSE) table.
SPO	Establishes and maintains the Warehouse Management Master (WHSE) table in ISIS.

19.3.7.3 Agency-Specific Procedures for the Warehouse Management Master (WHSE) Table.

Agency	Validates all items entered on WHSE by SPO upon notification that updates are complete.

19.3.7.4 Warehouse Management Master (WHSE) Table Screen Print and Field Descriptions

The screen print of the Warehouse Management Master (WHSE) table is pictured below, and field descriptions follow.

Warehouse Management Master Table (WHSE)

```
ACTION: S TABLEID: WHSE USERID: ........
WAREHOUSE MANAGEMENT TABLE
KEY IS WAREHOUSE

01-
    WAREHOUSE: ....  LOCATION: ....................  PARENT WAREHOUSE: ....
                     DESCRIPT: ..............................

         INVENTORY FUND: ...          RETURN FLAG: .
           RESP  AGENCY: ...      % RETURN CHARGE: ...
           ORGANIZATION: .... FIXED RETURN CHARGE: .............
                SUB ORG: ..    CONSUMPTION METHOD: .
              APPR UNIT: ....       PICK LIST JOB: ........
               ACTIVITY: ....   PICK LIST PRINTER: ...........
          COGS EXP ACCT: ....
          REPORTING CAT: ....  NUM ORDERS FOR ALT: ..
         DEFAULT OBJECT: ....  BACKORDERS ALLOWED: .
         DEF REV SOURCE: ....        SR RETENTION: ...
         DEF BS ACCOUNT: ....        OC RETENTION: ...
         OC JOB        : ........    TR RETENTION: ...
         OC PRINTER    : ...........     REV ORGN: ....
```

The Warehouse Management Master (WHSE) table consists of related information for each warehouse. It contains general information, as well as specific operation conditions.

This table is user-maintained. It should be initialized at the time of system installation. It normally would not need additional modification. However, the codes stored in this table must be updated whenever they do change, as these codes are used in processing accounting documents.

WAREHOUSE	Required. Enter a unique warehouse code. This code will identify a system-wide warehouse section. It is *not* a specific agency.
LOCATION	Required. Enter the description of the warehouse location.
PARENT WAREHOUSE	Optional. Enter the code for the parent warehouse. The code must be valid in the Warehouse Group (WHSG) table, and it must be different than the warehouse code.
DESCRIPTION	Required. Enter the description of the warehouse use.

INVENTORY FUND	Required. Enter the code for an inventory fund which is used in requisitions from this warehouse. The fund code must be valid in the Fund Master table and the fund/agency combination must be valid in the Fund/Agency table.
RETURN FLAG	Required. Enter "P" for percentage return charge, "F" for fixed return charge.
RESP AGENCY	Required. Enter the code for the agency under which the warehouse operates. The code must be in the valid in the Agency table and the fund/agency combination must be valid in the Fund/Agency (FAGY) table.
% RETURN CHARGE	Required if Return Flag is "P." Enter a number greater than zero. It is the handling fee percentage of the stock item price. Defaults to zero.
ORGANI-ZATION	Required. Enter the code for the expenditure organization unit responsible for this warehouse. This code must be valid in the Organization Table (ORGN) and have organization type = "**2**" on the Continuing Organization table (ORG3).
FIXED RETURN CHARGE	Required if Return Flag is "F." Enter the amount of the fixed handling fee.
SUB ORG	Required. Enter the code for the sub-organization responsible for this warehouse. The code must be in the Sub-Organization (SORG) table and must be valid within organization, if coded.
CONSUMP-TION METHOD	Optional. Enter a "Y" if the purchasing transactions using this warehouse can only be coded with a balance sheet account instead of an object.
APPR UNIT	Protected. The code for the appropriation unit responsible for this warehouse, inferred from the organization code entered on the Continuing Organization (ORG3) table.
PICK LIST JOB	Required. Enter the code for the pick list job. This code must be valid in the JCL Table (JCLT).
ACTIVITY	Required. Enter the code for the activity. The code must be valid in the Activity (ACTV) table.

PICK LIST PRINTER	Required. Enter the printer ID for this warehouse. Defaults for pick and issue orders and PI cards. ID must be valid in the JCL table (JCLT).
COGS EXP ACCT	Required. Enter the cost of goods expense account code against which the items are to be booked upon issue. This code must be valid on the Object (OBJT) table.
REPORTING CAT	Required. This code represents the warehouse code on the general ledger. It must be valid on the Reporting Category (RPTG) table. This entry depends on the validity of the entry in the "Resp Agency" field, since "Agency" is part of the key on the Reporting Category table.
NUM ORDERS FOR ALT	Required. Enter a number for the number of orders used to calculate average lead time.
DEFAULT OBJECT	Required. Enter an object code for which items are purchased from inventory. The code must be valid in the Object Table (OBJT).
BACKORDERS ALLOWED	Required. This entry indicates whether a warehouse permits backordering of its stock. Enter "Y" for Yes, or "N" for No.
DEF REV SOURCE	Required. Enter the revenue source code for which items are issued from inventory. This code must valid be in the Revenue Source (RSRC) table.
SR RETENTION	Required. Enter the number of days that the Open Stock Requisition Header and Line records are stored online when their status is "closed" ("C").
DEF BS ACCOUNT	Required. Enter the balance sheet account for items stored in inventory. This account must be valid in the Balance Sheet Account (BACC) table.
OC RETENTION	Required. Enter the number of days that the Over-the-Counter Requisition Header and Line records are stored on line when their status is "closed" ("C").
OC JOB	Required. Enter the name of the JCLT job that should be executed to print the Over-the-Counter print reports.

TR RETENTION	Required. Enter the number of days that the Transfer Requisition Header and Line records are stored online when their status is "Closed" ("C").
OC PRINTER	Optional. The printer ID for the Over-the-Counter print reports to be sent to. The printer ID must be valid on the JCL table (JCLT).
REV ORGN	Required. Enter the organization to receive all revenue postings for this warehouse. The revenue organization must have organization type = 1 on the Continuing Organization (ORG3) table.

19.3.8 Warehouse Group (WHSG) Table Overview

The Warehouse Group (WHSG) table specifies the relationship between each central warehouse and its satellite warehouses. It is a user-maintained table, and once initialized, it normally would not need modification.

19.3.8.1 Warehouse Group (WHSG) Table Policies

The following policies apply to the maintenance of the Warehouse Group (WHSG) table:

- Agencies who are utilizing the Consumable Inventory subsystem are responsible for the initialization of the Warehouse Group (WHSG) table in ISIS.
- Agencies are responsible for the ongoing maintenance and updates of the Warehouse Group (WHSG) table.

19.3.8.2 Warehouse Group (WHSG) Table Procedures

Responsibility	Action
Agency	Enters the necessary information to update the Warehouse Group (WHSG) table for the current fiscal year. This table should be initialized at the time of system installation and normally does not need to be modified.

19.3.8.3 Agency-Specific Procedures for the Warehouse Group (WHSG) Table

19.3.8.4 Warehouse Group (WHSG) Table Screen Print and Field Descriptions

Warehouse Group Master Table (WHSG)

```
ACTION: S TABLEID: WHSG USERID: ........
WAREHOUSE GROUP TABLE
KEY IS PARENT WAREHOUSE, CHILD WAREHOUSE
    PARENT WAREHOUSE: ....
            LOCATION: ....................
         DESCRIPTION: ..............................
      CHILD
    WAREHOUSE         DESCRIPTION                  LOCATION
    ---------  ----------------------------  --------------------
01-    ....    ..............................  ....................
02-    ....    ..............................  ....................
03-    ....    ..............................  ....................
04-    ....    ..............................  ....................
05-    ....    ..............................  ....................
06-    ....    ..............................  ....................
07-    ....    ..............................  ....................
08-    ....    ..............................  ....................
09-    ....    ..............................  ....................
10-    ....    ..............................  ....................
11-    ....    ..............................  ....................
12-    ....    ..............................  ....................
```

The Warehouse Group (WHSG) table specifies the relationship between each central warehouse (parent) and its satellite warehouses (children).

This table is user-maintained. It should be initialized at the time of system installation. It normally would not need additional modification.

PARENT WAREHOUSE	Required. Enter a unique warehouse code. This code will identify a system-wide warehouse section, not a specific agency. The parent warehouse is a central warehouse which has children (satellite) warehouses. This code must be valid on the Warehouse Management table (WHSE).
LOCATION	System-generated. Description of the parent warehouse location is displayed. Inferred from Warehouse Management Table.
DESCRIPTION	System-generated. Description of the use of the parent warehouse is displayed. Inferred from Warehouse Management Table.
CHILD WAREHOUSE	Required. Enter a unique warehouse code. This code will identify a system-wide identifier. This child warehouse is a satellite which cannot also be a parent (central) warehouse.

	This code must be valid in the Warehouse Management Table (WHSE).
DESCRIPTION	System-generated. Description of the use of the child warehouse is displayed. Inferred from the Warehouse Management Table.
LOCATION	System-generated. Description of the child warehouse location is displayed. Inferred from Warehouse Management Table.

19.3.9 Commodity (COMM) Table Overview

The Commodity (COMM) table defines valid commodity codes (for items or services) and specifies other information about the commodity.

19.3.9.1 Commodity (COMM) Table Policies

The following policies apply to the maintenance of the Commodity (COMM) table:

- State Purchasing is responsible for the initialization of the Commodity (COMM) table in ISIS by way of an interface process with the AGPS COMM table.

- State Purchasing is responsible for verify updates after ongoing maintenance and updates of the AGPS Commodity (COMM) table.

19.3.9.2 Commodity (COMM) Table Procedures

Responsibility	**Action**
State Purchasing	Enters the necessary information to update and maintain the AGPS Commodity (COMM) table
State Purchasing	Verifies GFS Commodity (COMM) was properly updated.

19.3.9.3 Commodity (COMM) Table Screen Print and Field Descriptions

Commodity Table (COMM)

```
ACTION: S TABLEID: COMM USERID: ........

COMMODITY TABLE

KEY IS COMMODITY CODE
01-
                 COMM SUB      BUY     I     SCH STD  STD  F 3
  COMMODITY CODE CLAS CLS OBJT ER  GR  N EXP LET SPC UNIT  A W    YTD PURCHASES
  ------------- ---- --- ---- --- --- - --- --- ---- ---- - -    -------------
  ............. ...  ..  .... ..   .  . ..   .   .   .... . .    .............
  APPR GROUPS => 1: .. 2: .. 3: .. 4: .. 5: .. 6: .. 7: .. 8: .. 9: .. 10: ..
  LAST UNIT COST: .............     MSDS: .   UNIT COST FLAG: .
  DESCRIPTION: ............................................................
  COMMENT: ............................................................
02-
                 COMM SUB      BUY     I     SCH STD  STD  F 3
  COMMODITY CODE CLAS CLS OBJT ER  GR  N EXP LET SPC  UNIT A W    YTD PURCHASES
  ------------- ---- --- ---- --- --- - --- --- ---- ---- - -    -------------
  ............. ...  ..  .... ..   .  . ..   .   .   .... . .    .............
  APPR GROUPS => 1: .. 2: .. 3: .. 4: .. 5: .. 6: .. 7: .. 8: .. 9: .. 10: ..
  LAST UNIT COST: .............     MSDS: .   UNIT COST FLAG: .
  DESCRIPTION: ............................................................
  COMMENT: ............................................................
```

The Commodity (COMM) table defines the valid commodity codes for items or services. It specifies: a commodity class code; commodity subclass code; object code; the initials of the buyer and expeditor in Purchasing who are responsible for that commodity; a commodity group code; and flags indicating whether the commodity is an item kept in inventory, has a standard specification, or is considered a fixed asset. It also describes the commodity and the appropriate unit of measure. The system maintains a year-to-date total of money spent on the commodity and the last cost per unit of the commodity. A unit cost indicator is included to determine whether or not the last unit cost should be maintained on the table.

This table is user-maintained.

COMMODITY CODE	Required. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
COMM CLASS	Optional. Three character code used to identify the commodity class. If coded, it must be valid on the Commodity Class Table (COCL).
SUB CLS	Optional. Two-character code used to identify the commodity subclass within class. If coded, it must be valid for the class coded on the Commodity Subclass by Commodity Class Table (CSCC).
	Optional. A four-character code that best describes the

OBJT	commodity. Must be valid in the Object Master Table (OBJT).
BUYER	Required. Two characters to identify the buyer in Purchasing (see Buyer Table (BUYT) for valid codes).
GR	Optional. May be used to group like commodities by your institution.
IN	Optional. "Y" indicates that this commodity is kept in inventory. Defaults to "N."
EXP	Optional. Two characters to identify the buyer in Purchasing that will expedite the order if necessary. (See Buyer Table (BUYT) for valid codes.)
SCH LET	Optional. "Y" indicates that the item is part of a scheduled letting.
STD SPC	Optional. "Y" indicates that there is a standard specification for this item. Defaults to "N."
STD UNIT	Optional. Indicates the standard unit of measure for this commodity. Must be valid in the Unit of Measure Table (UNIT).
FA FLAG	Optional. "F" indicates that the commodity item is a fixed asset. Otherwise, leave blank. Defaults to "N."
3W FLAG	Optional. Enter "A" to indicate purchase orders, receivers, and vendor invoices are required (three-way match); enter "R" to indicate purchase orders and receivers are required; enter "V" to indicate purchase orders and vendor invoices are required; or enter "N" to indicate neither receivers nor vendor invoices are required. Defaults to "N."
YTD PURCHASES	System-maintained. Do not enter. Year-to-date purchases of this item are displayed in this field.
APPR GROUPS (1-10)	Optional. Ten two-character fields to enter approval groups (1-10). The group must be defined on the Approval Group Screen 1 (GRP1) for at least one user ID.
	System-maintained. Shows the most recent cost per unit of

LAST UNIT COST	the commodity. Defaults to "N."
MSDS	Optional. The manufacturer's safety data sheet indicator defines whether, when receipting goods, the user must acknowledge that he does have the manufacturer's safety data sheet (MSDS). This field will default to "N".
UNIT COST FLAG	Optional. "Y" indicates that the last unit cost will be maintained for the commodity. Default is "N."
DESCRIPTION	Required on add or change transactions. The description used on the purchase order printed by the system.
COMMENT	Optional. May contain standing order number or other user-defined information.

19.3.10 Inventory Replenishment (IREP) Table Overview

The Inventory Replenishment (IREP) table identifies stock items that have reached their automatic inventory replenishment levels. This table is used to identify items for which purchase requisitions should be issued (by the INRE process).

Records are added to this table by the II08 process, which is one part of the inventory replenishment process. See the *GFS Subsystems User Guide*, Sections 15 and 16, for a detailed explanation of the replenishment process. Records may be changed and deleted by the user.

19.3.10.1 Inventory Replenishment (IREP) Table Policies

The following policies apply to the maintenance of the Inventory Replenishment (IREP) table:

- Agency inventory managers are responsible for establishing the information necessary to initialize the Inventory Replenishment (IREP) table in ISIS.

- Agency inventory managers are responsible for the ongoing maintenance and updates of the Inventory Replenishment (IREP) table.

19.3.10.2 Inventory Replenishment (IREP) Table Procedures

Responsibility	Action
Inventory Managers	Enter the necessary information to update the Inventory Replenishment (IREP) table to initiate the requisition building process.
Inventory Managers	Delete entries to the IREP table if this item should not be reordered.

19.3.10.3 Agency-Specific Procedures for the Inventory Replenishment (IREP) Table

19.3.10.4 Inventory Replenishment (IREP) Table Screen Print and Field Descriptions

Inventory Replenishment Table (IREP)

```
ACTION: . TABLEID: IREP USERID: ........
                        INVENTORY REPLENISHMENT TABLE

KEY IS DOCUMENT TYPE, WHSE, STOCK ITEM
DOC TYPE: ..      WHSE: ....   SHIP TO: ...      DEL DATE: .. .. ..
INCLUDE SCREEN => .   INCLUDE BELOW => .      EXCLUDE BELOW => .

    S      STOCK ITEM          REORDER QTY            DESCRIPTION
    -   -----------------     ------------     -----------------------------
01- .   .............. ...     ............     .............................
02- .   .............. ...     ............     .............................
03- .   .............. ...     ............     .............................
04- .   .............. ...     ............     .............................
05- .   .............. ...     ............     .............................
06- .   .............. ...     ............     .............................
07- .   .............. ...     ............     .............................
08- .   .............. ...     ............     .............................
09- .   .............. ...     ............     .............................
10- .   .............. ...     ............     .............................
11- .   .............. ...     ............     .............................
12- .   .............. ...     ............     .............................
```

The Inventory Replenishment (IREP) table identifies stock items that have reached their automatic inventory replenishment levels. The table is used to identify items for which RX documents should be issued (by the INRE process).

Records are added to this table by the Inventory Replenishment (1I08) process, which also produces the 1I08 report. Records may be changed and deleted by the user. See section 15.2 of this chapter for specific instructions on modifying the IREP table.

DOC TYPE	Key field. Must be RX
WHSE	Key field. The code of the warehouse from the 1I08 Report.
SHIP TO	A ship to code. Must be valid on the Shipping Address Table (SHIP).
DEL DATE	A valid date from the Calendar Date (CLDT) Table. Must be greater than today's date.
	Indicates the type of selection desired. Only one selection

INCLUDE SCREEN	may be flagged per screen. Any character may be used.
INCLUDE BELOW EXCLUDE BELOW	If "Include Below" is marked in the header, an "X" in this field selects the record. If "Exclude Below" is marked in header, an "X" in this field excludes the record.
STOCK ITEM	Key field. The unique stock item number from the 1I08 Report.
REORDER QTY	The amount that will be requested if the record is selected.
DESCRIPTION	Optional. For other descriptive information about the particular order or requisition.

19.4 Consumable Inventory System-Maintained Tables Overview

The ISIS Consumable Inventory subsystem has nine system-maintained master application tables. The system-maintained tables are listed below:

- Inventory Master (INVN and INV2) table
- Issue Queue (ISSQ) table
- Inventory Lot/Serial Number/ID Number (LOTT) table
- Inventory Warehouse by Lot Inquiry (LOTI) table
- Open Stock Requisition Accounting Line (OSRL) table
- Open Stock Requisition Item Line (OSRC) table
- Open Stock Requisition Header (OSRH) table
- Open Stock Requisition Item Issues (OSRI) table
- Open Transfer Header (OTRH) table
- Open Transfer Line (OTRL) table

Detailed descriptions and field-by-field explanations for each table can be found in the *GFS Inventory Control Subsystem User Guide*.

19.4.1 Inventory Master (INVN and INV2) Table Overview

The Inventory Master (INVN and INV2) table is the most essential master application table used and maintained by the Consumable Inventory subsystem. It contains information about each stock item stored in each warehouse. The table maintains descriptive, purchasing, historical use, reorder, and cost information. It also maintains back-ordered, reserved, released, and in-transfer stock balances.

A record is added to this table each time a new stock item is accepted by ISIS. This table is updated when ISIS document processors and other batch processes are accepted. Most of the data is system-maintained, but with proper authorization, some data elements can be changed by State Purchasing or Agencies. Lines on this table cannot be deleted when there is a back ordered, reserved, or released balance in the warehouse.

19.4.1.1 Inventory Master (INVN and INV2) Table Policies

The following policies apply to the maintenance of the Inventory Master (INVN and INV2) table:

- Agencies are responsible for updating the Inventory Master (INVN and INV2) table in ISIS.

- Agency inventory managers are responsible for periodically reviewing the information contained on the Inventory Master (INVN and INV2) tables.

19.4.1.2 Inventory Master (INVN and INV2) Table Procedures

Responsibility	Action
Inventory Clerks	Notify Agency Inventory Manager when a change to the Inventory Master (INVN or INV2) table becomes necessary. Identify the required changes and the reason(s) for the changes.
Inventory Manager	Reviews change requests from inventory clerks, and if approved, updates the INVN and INV2 tables.

19.4.1.3 Agency-Specific Procedures for the Inventory Master (INVN and INV2) Table

19.4.1.4 Inventory Master (INVN and INV2) Table Screen Print and Field Descriptions

Screen One of the Inventory Master (INVN) table screen is pictured below, and field descriptions follow.

Inventory Table (INVN)

```
 ACTION: D TABLEID: INVN USERID: ........
 INVENTORY TABLE (SCREEN ONE OF TWO)
 KEY IS WAREHOUSE, STOCK ITEM

  WAREHOUSE: ....     STOCK ITEM: ............. ...   PRIMARY BIN:
                                                            BIN 1:
   DESCRIPT:                                                BIN 2:
     VENDOR:                                UNIT PRICE:
  SPECIAL DESC: .............................
   LONG DSCRPT:
       ON HAND: .....         BACKORDERED: .....      FIRST RECEIPT: .. .. ..
      RESERVED: .....            ON ORDER: .....          LAST ISSUE: .. .. ..
      RELEASED: .....       MAXIMUM ISSUE: ..........    LAST ORDER: .. .. ..
   IN TRANSFER: .....       MINIMUM ISSUE: .......... NEXT DELIVERY: .. .. ..
                               LAST COUNT: .....       LAST COUNTED: .. .. ..
     AVAILABLE: .....         CURR ON REQ: .....
LOT REQUIRED: .                           FROZEN: .            ISSUE UNIT:
             QTY/ISSUE: ...........    PARENT IND: .            PURCH UNIT:
             UNIT COST: .............    ABC CLASS: .          SMALLER UNIT:
             EXTD COST: .............    STOCK GRP: .            MULTIPLIER:
```

The Inventory Master (INVN) table is the most essential table used and maintained by the Consumable Inventory subsystem. It contains information about each stock item stored at each warehouse. The table maintains descriptive, purchasing, historical use, reorder, and cost information. It also maintains back-ordered, reserved, released, and in-transfer stock balances.

A record is added to this table each time a new stock item is accepted by GFS. This table is updated when GFS document processors and other batch processes are accepted. Most of the data is system-maintained, but with proper authorization, some data elements can be changed by management. Lines on this table cannot be deleted when there is a back- ordered, reserved, or release balance in the warehouse.

WAREHOUSE	Key field. The code of the warehouse in which this stock item is stored.
STOCK ITEM	Key field. The unique code that identifies the stock item.
PRIMARY BIN	Inferred. The primary location of the stock item in the warehouse.
BIN 1	Inferred. For additional comments referring to primary bin.
BIN 2	Inferred. For additional comments referring to primary bin.
DESCRIPT	Inferred. The text describing the stock item.
UNIT PRICE	Inferred. The price upon issue of this stock item.
VENDOR	Inferred. The code of the suggested vendor for warehouse purchases of this stock item.
SPECIAL DESC	Optional. Free-form field for recording other information about the stock item such as: weight, cubic feet of space required, special stocking instructions, or other facts. If the LOT REQUIRED indicator = "P", then the part number is recorded in this field (and the first character of the description **can not be blank**.)
LONG DSCRPT	Optional. Free-form field for recording additional information about the stock item.
ON HAND	The on-hand quantity of only the child stock item in the warehouse.
BACK-ORDERED	The quantity of only the child stock item on backorder.

FIRST RECEIPT	The first date the stock item is received in the warehouse.
RESERVED	The quantity of the stock item reserved for print of a Pick and Issue (PI) document.
ON ORDER	The quantity of this stock item currently on order.
LAST ISSUE	The date of the last Stock Issue Confirmation (CI) or Over-the-Counter (OC) document processed on this stock item.
RELEASED	The quantity of the stock item that has appeared on a Pick and Issue (PI) document but has not been issued yet.
MAXIMUM ISSUE	The largest order quantity of the stock item to be issued.
LAST ORDER	The date of the last purchase order placed on the stock item in the warehouse.
IN TRANSFER	The quantity of this stock item in transfer to the issuing warehouse.
MINIMUM ISSUE	The smallest order quantity of the stock item to be issued.
NEXT DELIVERY	The date an order is expected to arrive at the warehouse.
LAST COUNT	The last physical inventory count of the stock item.
LAST COUNTED	The date of the last physical inventory reconciliation of this stock item.
AVAILABLE	The quantity of only the child stock item, which is computed by: On Hand Qty - Reserved Qty - Released Qty - In-Transfer Qty.
CURR ON REQ	The quantity of this stock item that is currently requisitioned.

LOT REQUIRED	Optional. Indicates if a lot/serial/ID number is required on various documents.
FROZEN	Physical inventory flag indicating whether or not this item is undergoing a physical count or belongs to an expired lot. Valid values are: "Y" (Yes), or "N" (No).
ISSUE UNIT	The unit of measure of this stock item used for inventory and issue.
QTY/ISSUE	The quantity of the stock item dispensed when the item is issued.
PARENT IND	The flag indicating if the stock item is a parent item. A "P" in this field denotes the stock item is a parent item.
PURCH UNIT	The unit of measure used for purchasing the stock item.
UNIT COST	The cost of the stock item is equal to the extended cost divided by the On-Hand Quantity. When an item is in a child warehouse, sum of the on-hand quantities and sum of the extended costs of the parent warehouse and ALL of the child stock items of the parent warehouse are used. This procedure keeps the unit cost fields equal among the child stock items and their parent warehouses.
ABC CLASS	Classification of the stock item for inventory management.
SMALLER UNIT	This flag indicates which unit of measure is the smallest: Enter "I" for Issue, or "P" for Purchasing.
EXTD COST	Initialize to the dollar value of the on-hand quantity.
STOCK GRP	The item group to which this stock item is defined. It is used in Physical Inventory Freeze to specify groups of stock items to freeze.
MULTIPLIER	The multiplicative factor by which one unit of measure is greater than the other. Defaults to "1."

Screen Two (INV2) of the Inventory Master table is pictured below, and field descriptions follow.

Inventory Table (INV2)

```
  ACTION: D TABLEID: INV2 USERID: ........
   INVENTORY TABLE (SCREEN TWO OF TWO)
    WAREHOUSE= ....     STOCK ITEM= .............. ...   PRIMARY BIN: ..
       ISSUE QTY     ISSUE QTY    ISSUE QTY   FORECAST QTY  FORECAST QTY
     CURRENT YEAR  PREV YEAR 1  PREV YEAR 2  CURRENT YEAR  PREVIOUS YEAR
     ------------  ------------ ------------ ------------  ------------
JAN: ............  ............ ............ ............  ............
FEB: ............  ............ ............ ............  ............
MAR: ............  ............ ............ ............  ............
APR: ............  ............ ............ ............  ............
MAY: ............  ............ ............ ............  ............
JUN: ............  ............ ............ ............  ............
JUL: ............  ............ ............ ............  ............
AUG: ............  ............ ............ ............  ............
SEP: ............  ............ ............ ............  ............
OCT: ............  ............ ............ ............  ............
NOV: ............  ............ ............ ............  ............
DEC: ............  ............ ............ ............  ............
   REQ LEAD TIME: ...          ORDER UP TO QTY: .....
VENDOR LEAD TIME: ...         SAFETY STOCK QTY: .....
 ABC LEAD ADJUST:                  REORDER QTY: .....
MAN REORDER FLAG: .              REORDER LEVEL: .....
```

The Inventory (INV2) table displays more system-generated information about inventory stock items. It is the second screen of the Inventory Master (INVN) table and presents historical use, lead time, and reorder information for a stock item.

This table is system-maintained. It is updated by document processors and batch processes. In addition, changes can be made by an authorized user.

WAREHOUSE	Required. The code of the warehouse in which this stock item is stored.
STOCK ITEM	Required. The code that identifies the stock item.
PRIMARY BIN	The location of the stock item in the warehouse.
ISSUE QTY CURRENT YEAR	The quantity of the stock item that has been issued during the current year, within its appropriate month.
ISSUE QTY PREV YEAR 1	The quantity of the stock item that has been issued in the first prior year, within its appropriate month.

ISSUE QTY PREV YEAR 2	The quantity of the stock item that has been issued in the second prior year, within its appropriate month.
FORECAST QTY CURRENT YEAR	Forecasted *monthly* demand of this year.
FORECAST QTY PREVIOUS YEAR	Forecasted *monthly* demand for the previous year.
REQ LEAD TIME	Average days between entering a purchasing requisition and processing a purchase order for last X number of purchases.
ORDER UP TO QTY	Quantity level to reorder towards.
VENDOR LEAD TIME	Average days between processing a purchase order and receiving goods from vendor for last X number of purchases.
SAFETY STOCK QTY	The quantity of this stock item held in reserve for emergencies.
ABC LEAD ADJUST	Protected. The number of days to be added to purchasing lead time in computing reorder levels and quantities.
REORDER QTY	Quantity of the stock item that should be ordered.
MAN REORDER FLAG	When on, it indicates no forecast or reorder point calculations are necessary. Simply use the existing parameters.
REORDER LEVEL	When the quantity level of the on-hand is below this number, an order should be placed.

19.4.2 Issue Queue (ISSQ) Table Overview

The Issue Queue (ISSQ) table provides information about all stock and over the counter requisitions associated with the warehouse entered on the header line. For each of the related documents (i.e., Stock Requisition (SR), Stock Issue Confirmation (CI), etc.), the issue confirmation ID, the delivery date, and the pick date are shown.

Lines are added to this table when the print pick and issue order transactions are accepted. The confirmation ID fields and pick date fields are updated at this time also. Lines are deleted when the issue confirmation document processor is created.

19.4.2.1 Inventory Issue Queue (ISSQ) Table Procedures

The Inventory Issue Queue (ISSQ) table is pictured below, and field descriptions follow.

Issue Queue Master Table (ISSQ)

```
ACTION: S TABLEID: ISSQ USERID: ........
ISSUE QUEUE TABLE
KEY IS WAREHOUSE, REQUISITION ID, CONFIRMATION ID

            WAREHOUSE:

        REQUISITION ID      CONFIRMATION ID      DELIVERY DATE   PICK DATE
     -------------------   -------------------   -------------   ---------
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
```

The Issue Queue (ISSQ) table provides in-process information about all stock requisitions associated with the warehouse entered on the header line. For each of the related documents, the issue confirmation ID, the delivery date, and the pick date are shown.

This table is for inquiry purposes only. Lines are added to this table when stock requisition transactions are accepted. The confirmation ID fields and pick date fields are updated when Pick and Issue (PI) transactions are accepted.

Lines are deleted when the Stock Issue Confirmation (CI) documents are accepted.

WAREHOUSE	Required. The warehouse number coded on the requisition.
REQUISITION ID	Required. The transaction code of the stock requisition (SR) followed by the unique transaction number of the stock requisition to be printed.
CONFIRMATION ID	Required. The transaction ID of the Stock Issue Confirmation (CI) document created when the Pick Ticket was printed for this requisition.
DELIVERY DATE	The requested date of the requisition.
PICK DATE	The date this document was printed on a Pick and Issue order.

19.4.3 Inventory Lot/Serial Number/ID Number (LOTT) Table Overview

The Inventory Lot/Serial Number/ID Number (LOTT) table allows users to access inventory information based on Lot, Serial, or ID Number. This allows each warehouse to track stock items on a detailed level, for instance, knowing when each lot of an item is due to expire. An alternate view of this table exists on the Inventory Warehouse by Lot Inquiry (LOTI) table. See Section 19.4.4.1.

Lines are added to or updated on this table when inventory transactions (OC, RC, CI, IA, TR, or SN) are processed. Records with on-hand quantity of zero are purged by the Inventory Lot Maintenance Process (INLO).

19.4.3.1 Inventory Lot/Serial Number/ID Number (LOTT) Table Policies.

The following policies apply to the maintenance of the Inventory Lot (LOTT) Table:

Responsibility	**Action**
Agency	Warehouse managers will need to adjust expiration dates directly on LOTT if a date was inadvertently entered incorrectly.

19.4.3.2 Inventory Lot/Serial Number/ID Number (LOTT) Table Screen Print and Field Descriptions

The Inventory Lot/Serial Number/ID Number (LOTT) table screen is pictured below, followed by field descriptions.

Inventory Lot/ Serial Number/ ID Number Table (LOTT)

```
ACTION: . TABLEID: LOTT USERID: ........
INVENTORY LOT / SERIAL NUMBER / ID NUMBER TABLE
KEY IS WAREHOUSE, STOCK ITEM, LOT NUMBER

          WAREHOUSE:  ....
         STOCK ITEM:  ...........    ...
        DESCRIPTION:  ..............................
         UNIT PRICE:  .................

                           EXPIRATION    ON HAND          QUANTITY        LAST
          LOT NUMBER          DATE       QUANTITY          ISSUED        ISSUED
      --------------------  -- -- --  ---------------  ---------------   -- -- --
  01- ....................  .. .. ..  ...............  ...............   .. .. ..
  02- ....................  .. .. ..  ...............  ...............   .. .. ..
  03- ....................  .. .. ..  ...............  ...............   .. .. ..
  04- ....................  .. .. ..  ...............  ...............   .. .. ..
  05- ....................  .. .. ..  ...............  ...............   .. .. ..
  06- ....................  .. .. ..  ...............  ...............   .. .. ..
  07- ....................  .. .. ..  ...............  ...............   .. .. ..
  08- ....................  .. .. ..  ...............  ...............   .. .. ..
  09- ....................  .. .. ..  ...............  ...............   .. .. ..
```

The Inventory Lot/Serial Number/ID Number (LOTT) table allows users to access inventory information based on Lot, Serial, or ID Number. This allows each warehouse to track stock items on a detailed level, for instance knowing when each lot of an item is due to expire. An alternate view of this table exists on the Inventory Warehouse by Lot Inquiry (LOTI) table.

Lines are added to or updated on this table when inventory transactions (OC, RC, CI, IA, TR, or SN) are processed. Users may change the expiration date field on existing records, but this is the only field which may be manually adjusted. Records with on hand quantity of zero are purged by the Inventory Lot Maintenance Process (INLO).

WAREHOUSE	Required. The code of the warehouse in which a stock item is stored.
STOCK ITEM	Required. The unique stock item code for which lots are displayed.

DESCRIPTION	Protected. The name/description of a stock item. Inferred from INVN.
UNIT PRICE	Protected. The price paid for one (1) unit of an item. Inferred from INVN.
LOT NUMBER	Required. The Lot/Serial/ID number associated with a received lot.
EXPIRATION DATE	The expiration date of the lot received. If manually changed, this field must be greater than or equal to the current date.
ON HAND QUANTITY	Protected. The quantity of an item from a specific lot that is still available in inventory.
QUANTITY ISSUED	Protected. The quantity of an item from a specific lot that has been distributed.
LAST ISSUED	Protected. The last date quantities from a specific lot were distributed. Inferred from INVN.

19.4.4 Inventory Warehouse by Lot Inquiry (LOTI) Table Overview

The Inventory Warehouse by Lot Inquiry (LOTI) table is an alternate view of the Inventory Lot/Serial Number/ID Number (LOTT) table. The LOTI table is keyed by the ID Number/Lot/Serial Number and Warehouse (as opposed to the LOTT table keys which are: Warehouse, Stock Item, and Lot Number. The Inventory Warehouse by Lot Inquiry (LOTI) table is used to see what stock item an ID Number/Lot/Serial Number references and in which warehouse it is located.

Lines are added to or updated on this table when inventory transactions (OC, RC, CI, IA, TR, or SN) are processed. Records with on-hand quantity of "zero" are purged by the Inventory Lot Maintenance Process (INLO).

19.4.4.1 Inventory Warehouse by Lot Inquiry (LOTI) Table Screen Print and Field Descriptions

Inventory by Warehouse by Lot Inquiry Table (LOTI)

```
ACTION: . TABLEID: LOTI USERID: ........
INVENTORY WAREHOUSE BY LOT INQUIRY
KEY IS LOT NUMBER, WAREHOUSE AND STOCK ITEM
         LOT NUMBER:  ...................
                                                                QUANTITY      LAST
WHSE    STOCK ITEM           DESCRIPTION                         ISSUED      ISSUED
---- ------------------ ------------------------------ --------------- -- -- --
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
.... .............. ... .............................. ............... .. .. ..
```

The Inventory Warehouse by Lot Inquiry (LOTI) table is an alternate view of the Inventory ID Number/Lot/Serial Number (LOTT) table and is keyed by the ID Number/Lot/Serial Number (as opposed to the LOTT key of warehouse and stock item). It is used to see what stock item an ID Number/Lot/Serial Number references and in which warehouse it is located.

This table is available for inquiry purposes only. Lines are added to or updated on this table when inventory transactions (OC, RC, CI, IA, TR, or SN) are processed. Records with on-hand quantity of zero are purged by the Inventory Lot Maintenance Process (INLO).

LOT NUMBER	Key field. The Lot/Serial/ID number associated with a received lot.
WHSE	Key field. The warehouse in which a stock item is stored.
STOCK ITEM	Key field. Stock item code for which lots are displayed.
DESCRIPTION	Protected. The name/description of a stock item. Inferred from INVN.
QUANTITY ISSUED	The quantity of an item from a specific lot that has been distributed.
LAST ISSUED	The last date quantities from a specific lot were distributed. Inferred from INVN.

19.4.5 Open Stock Requisition Accounting Line (OSRL) Table Overview

The Open Stock Requisition Accounting Line (OSRL) table contains all outstanding and some recently closed stock requisition accounting lines. Information about each buyer's accounting distribution associated with the Stock Requisition (SR) or Over-the-Counter (OC) document appears in this table.

A record is added to this table for each accounting line of an accepted SR or OC document. As SR or OC modifications are submitted and accepted, records in the table are updated. The closed line amount field is updated as Issue Confirmation (CI) and OC documents are accepted.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header (OSRH) table record has been closed for more days than the number of retention days indicated on the Warehouse Management Master (WHSE) table. Records are also deleted from this table when a line of an SR or OC is cancelled.

19.4.5.1 Open Stock Requisition Accounting Line (OSRL) Table Screen Print and Field Descriptions

Open Stock Requisition Accounting Line Table (OSRL)

```
ACTION: S TABLEID: OSRL USERID: .......
OPEN STOCK REQUISITION ACCOUNTING LINE TABLE
KEY IS DOCUMENT ID, LINE NUMBER

    SR/OC DOCUMENT ID:

01- LINE NO:
       FUND:                AGENCY:                ORGANIZATION:
    SUB ORG:             APPR UNIT:                    ACTIVITY:
     OBJECT:               SUB OBJ:                PROJECT DATA:
      JOB #:               REP CAT:                 SR LINE AMT:
                     COST CATEGORY:             CLOSED LINE AMT:
02- LINE NO:
       FUND:                AGENCY:                ORGANIZATION:
    SUB ORG:             APPR UNIT:                    ACTIVITY:
     OBJECT:               SUB OBJ:                PROJECT DATA:
      JOB #:               REP CAT:                 SR LINE AMT:
                     COST CATEGORY:             CLOSED LINE AMT:
```

The Open Stock Requisition Accounting Line (OSRL) table contains all outstanding, and some recently closed, stock requisition accounting lines. Information about each

buyer's accounting distribution associated with the Stock Requisition (SR) or Over-the-Counter (OC) document appears in this table.

This table is available for inquiry purposes only. A record is added to this table for each accounting line of an accepted SR or OC document. As SR or OC modifications are submitted and accepted, records in the table are updated. The closed line amount field is updated as Stock Issue Confirmation (CI) and Over-the-Counter (OC) documents are accepted.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header Table (OSRH) record has been closed for more days than the number of retention days indicated on the Warehouse Table (WHSE).

SR/OC DOCUMENT ID	Required. The unique number assigned by the user to the document when it was entered into the system. It consists of two parts: - transaction code of "SR" - Stock Requisition or "OC" - Over-the-Counter Requisition - unique document number.
LINE NO	Required. The number of the stock requisition account line from the input transaction.
FUND/ AGENCY/ ORGANIZATION/ SUB-ORG/ APPR UNIT/ ACTIVITY/ OBJECT/ SUB-OBJ/ PROJECT DATA/ JOB #/REP CAT/ COST CATEGORY	The accounting distribution coded on the accounting line of the stock requisition.
SR LINE AMT	The dollar amount of this accounting line. (Unit Price X Requested Quantity.)
CLOSED LINE AMT	The dollar amount of this accounting line, closed by Stock Issue Confirmation (CI) documents.

19.4.6 Open Stock Requisition Item Line (OSRC) Table Overview

The Open Stock Requisition Item Line (OSRC) table contains information about each item line of all open and some recently closed Stock Requisition (SR) and Over-the-Counter (OC) documents such as item descriptive information, requested, back ordered, reserved, released, and issued quantities, as well as item price.

A record is added to this table for each item line of an accepted Stock Requisition (SR) or Over-the Counter (OC) document. As modifications are submitted and accepted, records in the table are updated. The requested, back ordered, and reserved quantity fields are updated by SR and OC documents. The released quantity is updated by the Pick and Issue (PI) document, and the issued quantity is updated by Stock Issue Confirmation (CI) and Over-the-Counter (OC) documents.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header (OSRH) table record has been closed for more days than the number of retention days indicated on the Warehouse Management Master (WHSE) table. **Records are also deleted from this table when a line of SR or OC is cancelled.**

19.4.6.1 Open Stock Requisition Item Line (OSRC) Table Screen Print and Field Descriptions

Open Stock Requisition Item Line Table (OSRC)

```
ACTION: S TABLEID: OSRC USERID: ........
OPEN STOCK REQUISITION ITEM LINE TABLE
KEY IS DOCUMENT ID, LINE NUMBER

 SR/OC DOCUMENT ID:                        LINE:          REF ACCT LINE:

          STOCK ITEM:                      ISSUE UNIT:
         DESCRIPTION:
          JOB TYPE:
          UNIT PRICE:
         TOTAL PRICE:

  QUANTITIES
  -------------------------
  REQUESTED:
  BACKORDER:
  RESERVED :
  RELEASED :
  ISSUED   :
```

The Open Stock Requisition Item Line (OSRC) table contains information about each item line of all open and some recently closed Stock Requisition (SR) and Over-the-Counter (OC) documents such as item descriptive information, requested, backordered, reserved, released, and issued quantities, as well as item price.

A record is added to this table for each line of an accepted SR or OC document. As modifications are submitted and accepted, records in the table are updated. The requested, backordered, and reserved quantity fields are updated by SR and OC documents. The released quantity is updated by the Pick and Issue (PI) document, and the issued quantity is updated by Stock Issue Confirmation (CI) and Over-the-Counter (OC) documents.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header (OSRH) table has been closed for more days than the number of retention days indicated on the Warehouse Management (WHSE) table.

SR/OC DOCUMENT ID	Required. The unique number assigned to this requisition by the user on the input transaction. It consists of 2 parts: - code of "SR" - Stock Requisition or "OC" - Issue

	- document number.
LINE	Required. The number of the stock requisition item line from the input transaction.
REF ACCT LINE	The number of the stock requisition accounting line from the input transaction.
STOCK ITEM	Item code for the stock item from the input transaction.
ISSUE UNIT	The unit of measure used to issue this stock item.
DESCRIPTION	Thirty-character explanation of this item line from the input transaction. Usually the description of the item number from the Inventory (INVN) table.
JOB TYPE	The type of the job for which the stock item is to be used.
UNIT PRICE	The price for one unit of the stock item requested, to three decimal places.
TOTAL PRICE	Computed price of this item line. (Unit Price multiplied by Issued Quantity, if Issued Quantity is greater than zero; otherwise, Unit Price is multiplied by Requested Quantity.)
QUANTITIES: REQUESTED	Quantity requested from the input transaction.
BACKORDER	The quantity of the stock item that cannot be reserved due to insufficient inventory.
RESERVED	The quantity of the stock item that can be processed for pick and issue but has not yet been printed on a Pick-and-Issue (PI) document.
RELEASED	The quantity of the stock item that has been printed on a Pick and Issue (PI) document, but is not yet issued.
ISSUED	The quantity of the stock item that has been issued so far.

19.4.7 Open Stock Requisition Header (OSRH) Table Overview

The Open Stock Requisition Header (OSRH) table contains information from the header portion of all open and some recently closed Stock Requisition (SR) and Over-the-Counter (OC) documents. It also contains the back ordered, reserved and released statuses of the requisition.

A record is added to this table for each SR or OC document accepted by the system. As modifications are submitted and accepted, records are changed. The closed SR total field is updated as CI and OC documents are accepted. The SR statuses and item line statistics are updated by the document processors as a requisition proceeds through the inventory chain of events.

Records are also deleted from this table when SR or OC is cancelled.

19.4.7.1 Open Stock Requisition Header (OSRH) Table Screen Print and Field Descriptions

Open Stock Requisition Header Table (OSRH)

```
ACTION: S TABLEID: OSRH USERID: ........
01- OPEN STOCK REQUISITION HEADER TABLE
    KEY IS DOCUMENT ID

    SR/OC DOCUMENT ID:

     TRANS DATE:              ACCTG PRD:              BUDGET FY:
         WAREHOUSE:                                    SR TOTAL:
    REQUESTING AGY:                             CLOSED SR TOTAL:
    REQUESTING ORG:
      REQUESTED BY:
     DEL BLDG/ROOM:                                ---- SR STATUS -------
      PHONE NUMBER:                                BACKORDERED:
     DELIVERY DATE:                                   RESERVED:
                                                      RELEASED:
          COMMENTS:                                       DATE:

  TOTAL ITEM LINES:                             WHOLE ORDER:
 CLOSED ITEM LINES:                         NUMBER OF ISSUES:
       CLOSED DATE:
```

The Open Stock Requisition Header (OSRH) table contains information from the header portion of all open and some recently closed Stock Requisition (SR) and Over-the-Counter (OC) documents. It also contains the backordered, reserved, and released status of the requisition.

A record is added to this table for each SR or OC document accepted by the system. As modifications are submitted and accepted, records are changed. The closed SR total field is updated as Stock Issue Confirmation (CI) and Over-the-Counter (OC) documents are accepted. The status of SR documents and item line statistics are updated by the document processors as a requisition proceeds through the inventory chain of events.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header Table (OSRH) has been closed for more days than the number of retention days indicated on the Warehouse Table (WHSE).

SR/OC DOCUMENT ID	Required. The unique number assigned to the requisition by the user on the input transaction. It consists of two parts: - transaction code of "SR" - Stock Requisition or "OC" - Over-the-Counter - stock requisition or Over-the-Counter document number.
TRANS DATE	Protected. The date the stock requisition was entered into the system.
ACCTG PERIOD	The accounting period to which the transaction should apply.
BUDGET FY	The fiscal year to which the transaction should apply, either entered on the requisition input form or inferred from the requisition date.
WAREHOUSE	The warehouse code from which the stock item will be drawn for this requisition.
SR TOTAL	The dollar amount of this stock requisition including any modifications. It is the total of *all* the accounting lines.
REQUESTING AGY	The code of the agency that requested the stock requisition.
CLOSED SR TOTAL	The current dollar amount of this stock requisition which has been closed by a Stock Issue Confirmation (CI).
REQUESTING ORG	The organization code associated with the requested the stock requisition.
REQUESTED BY	The name of the person who requested the stock requisition.
DELIVERY BLDG/ROOM	The location where the stock items should be delivered.

PHONE NUMBER	The phone number of the person who requested this stock requisition.
SR STATUS: BACK-ORDERED	Status of the stock requisition that has any of the item lines which are partially ("P") or fully ("F") backordered. "N" indicates no backorders.
DELIVERY DATE	The date by which the stock items must be delivered to the requested location.
RESERVED	Status of the stock requisition that has any of the item lines which are partially ("P") or fully ("F") reserved. "N" indicates no reserves.
RELEASED	Status of the stock requisition that has any of the item lines which are partially ("P") or fully ("F") released. "N" indicates no releases.
COMMENTS	Notes entered on the stock requisition which further explain this requisition.
DATE	The date of the last change made to the stock requisition (SR) status of this requisition.
TOTAL ITEM LINES	The number of item lines in this stock requisition.
WHOLE ORDER	If "Y", this request is to be delivered *only* when the whole order has been reserved. If "N", this request is to be delivered when *any item(s)* of this order has been reserved.
CLOSED ITEM LINES	The number of item lines that have been completely issued in this stock requisition.
NUMBER OF ISSUES	The number of times when all or portions of this requisition have been issued.
CLOSED DATE	The date which *all* of the item lines were closed by an issue or modifications to the stock requisition.

19.4.8 Open Stock Requisition Item Issues (OSRI) Table Overview

The Open Stock Requisition Item Issues (OSRI) table contains issue or return information about an item line from an open or recently closed Stock Requisition (SR) or Over-the-Counter (OC) document.

A record is added to this table for each OC document accepted by the system, for each SR document that was picked by a Pick and Issue (PI) document, and for all Stock Return (SN) documents that reference an OC or SR document. As modifications are submitted and accepted, records are changed. When a Stock Issue Confirmation (CI) document is accepted for a requisition, the issue date and quantity fields are updated as well as the unit cost and price fields.

Records are deleted from the table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header (OSRH) table has been closed for more days than the number of retention days indicated on the Warehouse Management Master (WHSE) table.

19.4.8.1 Open Stock Requisition Item Issues (OSRI) Table Screen Print and Field Descriptions

Open Stock Requisition Item Issues Table (OSRI)

```
ACTION: S TABLEID: OSRI USERID: ........
OPEN STOCK REQUISITION ITEM ISSUES TABLE
KEY IS REQ DOC ID, ITEM LINE NUMBER, ISSUE/RETURN DOC ID

   REQUISITION DOC ID:                        ITEM LINE #:
  ISSUE/RETURN DOC ID:                          JOB TYPE:
       STOCK ITEM:                            ISSUE UNIT:
      DESCRIPTION:
RELEASED QUANTITY:

ISSUE/RETURN DATE:                 TOTAL PRICE:
 ISSUE/RETURN QTY:               RETURN CHARGE:
       UNIT PRICE:               REFUND AMOUNT:
        UNIT COST:                  LOT NUMBER:
```

The Open Stock Requisition Item Issues (OSRI) table contains issue or return information about an item line from an open or recently closed Stock Requisition (SR) or Over-the-Counter (OC) document.

A record is added to this table for each OC document accepted by the system, for each SR document that was picked by a Pick and Issue (PI) document, and for all Stock Return (SN) documents that reference an OC or SR document. As modifications are submitted and accepted, records are changed. When a Stock Issue Confirmation (CI) document is accepted for a requisition, the issue date and quantity fields

are updated as well as the unit cost and price fields.

This table is for inquiry purposes only. Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when their corresponding Open Stock Requisition Header Table (OSRH) has been closed for more days than the number of retention days indicated on the Warehouse Table (WHSE).

REQUISITION DOC ID	Required. The unique number assigned to this stock requisition by the user on the input transaction. It consists of two parts: - transaction code of "SR" - Stock Requisition or "OC" - Over-the-Counter - unique document number.
ITEM LINE #	Required. The number of the item line from the input transaction.
ISSUE/RETURN DOC ID	Required. The unique transaction ID of the Over-the-Counter (OC) or the Issue Confirmation (CI) created when the pick ticket was printed for this requisition, or the Stock Return (SN) created when the stock item was returned to the warehouse.
JOB TYPE	The type of job for which the stock item is to be used.
STOCK ITEM	The code of the stock item on the item line from stock requisition or issue.
ISSUE UNIT	The unit of measure used to issue this stock item.
DESCRIPTION	Description of the item line. Usually, the description of the item code from the Inventory Table.
RELEASED QUANTITY	The quantity of the stock item that was released from inventory and is ready for delivery.
ISSUE/ RETURN DATE	The date when the stock item was delivered or when the stock item was returned to the warehouse.
TOTAL PRICE	The computed price of the item line. (Unit Price X Issue/Return Qty.)

ISSUE/ RETURN QTY	The quantity of the stock item that was delivered or returned.
RETURN CHARGE	The amount deducted from the issue total price for a stock return.
UNIT PRICE	The price for one unit of the stock item.
REFUND AMOUNT	Computed on display, if Issue/Return Transaction Code = "SN." (Total Price - Return Charge.)
UNIT COST	The cost to the store for one unit of the stock item.
LOT NUMBER	The Lot/Serial/ID Number associated with a received lot for the stock item defined on this line.

19.4.9 Open Transfer Header (OTRH) Table Overview

The Open Transfer Header (OTRH) table contains information from the header portion of all open and some recently closed Stock Transfer Receipt (TR) documents. It also documents the date the transfer is closed and the number of closed item lines.

A record is added to this table for each Stock Transfer Issue (TI) document accepted by the system. As modifications are submitted and accepted, records are changed. The closed number of item lines, who they were received by and the date, and the closed transfer date are updated as Stock Transfer Receipt (TR) documents are accepted.

Records are deleted from the table by the Closed Transactions Table Purge (INTP) batch program when the record has been closed for more days than the number of retention days indicated on the Warehouse Master Management (WHSE) table.

19.4.9.1 Open Transfer Header (OTRH) Table Screen Print and Field Descriptions

The screen print of the Open Transfer Header (OTRH) table is pictured below, and field descriptions follow.

Open Transfer Header Master Table (OTRH)

```
ACTION: S TABLEID: OTRH USERID: ........
01-
    OPEN TRANSFER HEADER TABLE
    KEY IS TRANSFER DOCUMENT ID

    TI DOCUMENT ID:

         TRANS DATE :                    DELIVERY DATE :
    ISSUE WAREHOUSE :                 RECEIVE WAREHOUSE:
          ISSUED BY :                      RECEIVED BY :
         ISSUE DATE :                      RECEIVE DATE:
      ISSUE COMMENTS:
    RECEIVE COMMENTS:

       TOTAL ITEM LINES:
      CLOSED ITEM LINES:
            CLOSED DATE:
```

The Open Transfer Header (OTRH) table contains information from the header portion of all open, and some recently closed, Stock Transfer documents. It also documents the date the transfer is closed and the number of closed item lines.

This table is available for inquiry purposes only. A record is added to this table for each Stock Transfer Issue (TI) document accepted by the system. As modifications are submitted and accepted, records are changed. The closed number of item lines, who they were received by and the date, and the closed transfer date are updated as Stock Transfer Receipt (TR) documents are accepted.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when the record has been closed for more days than the number of retention days indicated on the Warehouse Table (WHSE).

TI DOCUMENT ID	Required. The unique number assigned to the document by the user when it was entered into the system. It consists of two parts: - transaction code - "TI" - transfer request number.
TRANS DATE	The date the transfer was entered into the system.
DELIVERY DATE	The date the stock items are expected to arrive at the receiving warehouse.
ISSUE WAREHOUSE	The warehouse *from* which the stock items for this transfer will be drawn.
RECEIVE WAREHOUSE	The warehouse requesting/receiving the stock items.
ISSUED BY	The name of the person issuing the stock items.
RECEIVED BY	The name of the person receiving the stock items.
ISSUE DATE	The date the stock items were taken out of the Issue Warehouse's inventory.
RECEIVE DATE	The date the stock items were received.
ISSUE COMMENTS	Notes further explaining this transfer on the issue.
RECEIVE	Notes further explaining this transfer on the receipt.

COMMENTS	
TOTAL ITEM LINES	The number of item lines that were entered on this transfer request.
CLOSED ITEM LINES	The number of item lines that have been fully received on this transfer request.
CLOSED DATE	The date which *all* of the item lines were closed by stock items being issued and/or modifications to the transfer item line.

19.4.10 Open Transfer Line (OTRL) Table Overview

The Open Transfer Line (OTRL) table contains information about each item line of all open and some recently closed Stock Transfer Issue (TI) documents such as item number and description, quantity transferred and quantity received.

A record is added to this table for each item line of an accepted TI document. As modifications are submitted and accepted, records in the table are updated. The received quantity field is updated by the Stock Transfer Receipt (TR) document.

Records are deleted from the table by the Closed Transactions Table Purge (INTP) batch program when the corresponding Open Transfer Header (OTRH) table record has been closed for more days than the number of retention days indicated on the Warehouse Management Master (WHSE) table.

19.4.10.1 Open Transfer Line (OTRL) Table Screen Print and Field Descriptions

The screen print of the Open Transfer Line (OTRL) table is pictured below, and field descriptions follow.

Open Transfer Line Master Table (OTRL)

```
ACTION: S TABLEID: OTRL USERID: ........
OPEN TRANSFER LINE TABLE
KEY IS DOCUMENT ID, LINE NUMBER

TI DOCUMENT ID:

01-
       LINE:                STOCK ITEM :
                            DESCRIPTION:
                             LOT NUMBER:
                           TRANSFER QTY:
     ISSUE UNIT:           RECEIVED QTY:
02-
       LINE:                STOCK ITEM :
                            DESCRIPTION:
                             LOT NUMBER:
                           TRANSFER QTY:
     ISSUE UNIT:           RECEIVED QTY:
```

The Open Transfer Line (OTRL) table contains information about each line item of all open, and some recently closed, Stock Transfer Issue (TI) documents such as: item number and description, quantity transferred, and quantity received.

This table is available for inquiry purposes only. A record is added to this table for each item line of an accepted TI document. As modifications are submitted and accepted, records in the table are updated. The "Received Quantity" field is updated by the Stock Transfer Receipt (TR) document.

Records are deleted from this table by the Closed Transactions Table Purge (INTP) batch program when the corresponding Open Transfer Header Table (OTRH) record has been closed for more days than the number of retention days indicated on the Warehouse Table (WHSE).

TI DOCUMENT ID	Required. The unique number assigned to the document by the user when it was entered into the system. It consists of two parts: - transaction code - "TI" (Stock Transfer Issue) - transfer request number.
LINE	Required. The item line number of the Transfer Request.
STOCK ITEM	The stock item code requested on the transfer.
DESCRIPTION	Notes further explaining this item line.
LOT NUMBER	The lot/serial/ID number associated with a received lot associated with the stock item being transferred.
TRANSFER QTY	The quantity of the stock item *issued*.
ISSUE UNIT	The unit of measure in which this stock item is issued.
RECEIVED QTY	The quantity of the stock item *received*.

19.5 Consumable Inventory Documents Overview

This section provides information about the Stock Requisition (SR), Pick and Issue (PI), Stock Issue Confirmation (CI), Over-the-Counter (OC), Stock Return (SN), Stock Transfer Issue (TI), Stock Transfer Receipt (TR), and Physical Inventory Adjustment (IA) documents. An overview of each document is provided along with processing procedures, screen prints, and field descriptions. Detailed descriptions of each document may be found in the *GFS Inventory Control Subsystems User Guide*.

19.5.1 Stock Requisition (SR) Transaction Overview

A Stock Requisition (SR) document (transaction) allows users to reserve quantities of requested stock items from a particular warehouse. Information entered in the header section of the document indicates the responsible organization, the warehouse used, and to whom, where, and when the order is to be delivered. The accounting lines detail the expense budget lines responsible for payment. The item lines detail the stock item, its description, the quantity requested, and the unit price.

19.5.1.1 Stock Requisition (SR) Transaction Policies

The following policies apply to Stock Requisition (SR) transactions:

- Agencies should enter Stock Requisitions (SR) for items to be delivered by the warehouse to the unit.
- **Agencies should only enter Stock Requisitions (SR) for properly authorized requests.**

19.5.1.2 Stock Requisition (SR) Transaction Procedures

Responsibility	**Action**
Agency	Agencies with decentralized requisitioning should instruct unit purchasing clerks to enter Stock Requisition (SR) transactions directly into ISIS.
Agency	Agencies with central keypunch areas for purchasing requests should forward an approved form to be entered into ISIS as a Stock Requisition (SR). An example to be used by agencies in developing their specific forms can be found in section 19.5.1.5

Agency	Agencies using the SR document should enter their request as soon as possible to allow the system to prepare for demand and reorder effectively.

19.5.1.3 Agency-Specific Procedures for the Stock Requisiton (SR) Transaction

19.5.1.4 Stock Requisition (SR) Transaction Screen Prints.

Screen One of the Stock Requisition (SR) transaction is pictured below, followed by Screen Two.

Stock Requisition Input Form (SR)

```
FUNCTION: ............... DOCID: SR   ...  ...........

  STATUS:                 BATID: ...  ...  ......  ORG: ....
H-                        STOCK REQUISITION INPUT FORM
    TRANS DATE     : .. .. ..                ACCTG PRD : .. ..
    WAREHOUSE      : ....                    BUDGET FY : ..
    REQUESTING ORG : ....                    ACTION    : .
    REQUESTED BY   : ...................     DOC TOTAL : ......
    DEL  BLDG/ROOM : ..........              SHIP WHOLE: .
    PHONE NUMBER   : .............           JOB TYPE  : ....
    DELIVERY DATE  : .. .. ..
    COMMENTS       : ..............................
                         APPR                 REPT          COST                I
    LN FND  AGCY ORG/SUB UNIT ACTV OBJ/SUB CAT   JOB #   CAT     TOTAL       D
    -- ---- ---- ------- ---- ---- ------- ---- -------- ---- ------------- -
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
```

Screen Two of the Stock Requisition (SR) transaction is pictured below.

```
FUNCTION: ............... DOCID: SR   ...  ...........
  STATUS:                 BATID: ...  ...  ......  ORG: ....
 LN        STOCK          REQUESTED   I    ISSUE
 NUM    ITEM NUMBER       QUANTITY    D    UNIT    UNIT PRICE    TOTAL PRICE
 --- ------------------  ------------ -   ----- -------------- --------------
            DESCRIPTION            BACKORDER QTY   REF ACCT LN    JOB TYPE
    -----------------------------   -------------   -----------    --------
01- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
02- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
03- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
04- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
05- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
06- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
07- ... .............. ...  ............ .   ....  .............. ..............
     .............................   ............        ..           ....
```

COMMAND

See Chapter 4, "Document Processing," in the *ISIS/GFS*

AREA	*Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the Trans Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open in the Accounting Period (APRD) table), using fiscal months and fiscal years. You cannot enter future accounting periods.
WAREHOUSE	Required. Enter the code of the warehouse from which the goods are requested. The code must be valid in the Warehouse Table (WHSE).
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
REQUESTING ORG	Required. Enter the code of the organization within the requesting agency. The code must be valid in the Organization Master (ORGN) table.
ACTION	Optional. Blank defaults to "E." Enter either: "E" - if this document is a new, original entry. "M" - if this document is modifying a previous document. This allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original transaction. "X" - if you wish to cancel an existing document. The document cannot have been issued or released.
REQUESTED BY	Required. Enter the name of the person who requested the goods to whom questions should be addressed about the stock requisition order.

DOC TOTAL	Protected. The system-computed document total is displayed in this field.
DEL BLDG/ROOM	Required. Enter the building and room to which the order is to be delivered.
SHIP WHOLE	Optional. Enter "Y" if no partial shipments are allowed. Blank defaults to "N".
PHONE NUMBER	Required. Enter the phone number of the person who requested the order.
JOB TYPE	Optional. Enter the job type to be defaulted to commodity lines. May not be entered on a modification entry. The job type must be valid on the JOB Type Table (JOBT) for the work order's branch.
DELIVERY DATE	Required. Enter the future date by which the order must be received, (in MMDDYY format).
COMMENTS	Optional. Enter any notation you want associated with this order, up to 30 characters in length.
Accounting Data: LN	Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. This number will be referenced from the item lines of this transaction. If this line is an adjustment to a previously entered line, the code used must match that used on the original transaction.
FND	Inferred from the Continuing Organization table using the organization code. This is the code of the fund that is to be charged for this requisition. The code used must be valid in the Fund Master Table (FUND). If document action is "M," this code is optional. If coded, it must match the original transaction.
AGCY	Required on original entry. Enter the code of the agency to be charged for this order. The code used must be valid in the Agency Master Table (AGCY) and the fund/agency combination must be valid in the Fund/Agency Master Table (FAGY). If document action is "M," this code is optional. If coded, it must match the original transaction.

ORG	Required on original entry if the Expense Budget Organization Option in the Fund/Agency Master table is "Y" for this fund/agency combination. Otherwise, the code is used for reporting purposes only. Enter the code of the organization to be charged. The code used must be valid in the Organization Master (ORGN) table. If document action is "M," this code is optional. If coded, it must match the original transaction.
SUB-ORG	Required if the Sub-Organization Required-SP is "Y", "1" or "2", in the Organization Table; otherwise, optional. Record the code of the sub-organization. The code used must be valid within organization in the Sub-Organization Master (SORG) table. You must code an organization before you can code a sub-organization.
APPR UNIT	Inferred from the Continuing Organization table using the organization code. This is the code of the appropriation that is to be charged. The code must be valid and active in the Appropriation Inquiry (APPR) table. If this is an adjustment to a previously entered transaction, the code must be the same as the one on the original transaction.
ACTV	Optional. Required if the Expense Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for this fund/agency combination. However, the code, which can be inferred from the Organization Master Table, is included there. Codes on input forms override codes in the Organization Table. Enter the code of the activity to be charged. If document action is "M", this code is optional. If coded, it must match the original transaction.
OBJ	Required on original entry. Enter the code from the Object Master Table (OBJT) that best describes the item being requested. It may not be a personal services object. If document action is "M", this code is optional. If coded, it must match the original transaction.
SUB-OBJ	Further classification of the object code. Required on original entry if the expense budget line for this expenditure has a "Y" in the Sub-Object Option field. Otherwise, optional. If document action is "M", and this field is coded, it must match the original transaction.
	Inferred from the Continuing Organization table using the

REPT CAT	organization code. This code must be valid in the Reporting Category (RPTG) table.
JOB #	Optional. Enter the project code, if one applies. If document action is "M", and this field is coded, it must match the original transaction.
COST CAT	Protected. Inferred from the Store Default Cost Category of the Work Order Branch if a work order number is in the "Job Number" field.
TOTAL	Protected. Do not enter. The system will compute and display the cost that is to be charged to this accounting distribution from the item lines.
I/D IND	Protected. On a modification, the sign of the total amount is displayed as follows: "D" = decrease, or "I" = increase.
Item Data: LN NUM	Required. Enter the item line number associated with this stock item.
STOCK ITEM NUMBER	Required when document action is "E." Enter the stock item code that identifies the goods requested. The code must be valid in the Inventory Master Table (INVN). If the stock item has been frozen as part of a physical inventory, a warning message will appear when the SR document is processed.
REQUESTED QUANTITY	Required when document action is "E." Enter the quantity of goods requested, to three decimal places.
I/D IND	Required when document action is "M." Enter either "I" - increase, or "D" - decrease to reflect the change in quantity ordered.
ISSUE UNIT	Inferred; do not enter. The standard unit of issue from the Inventory Table entry is displayed in this field.
UNIT PRICE	Inferred; do not enter. The current unit price from the Inventory Table entry is displayed in this field.
TOTAL PRICE	Inferred; do not enter. The system will compute the "Total Price" by extending "Unit Price" times the "Quantity."

DESCRIPTION	Inferred; do not enter. The description from the Inventory Table entry is displayed in this field.
BACKORDER QTY	Inferred; do not enter. The quantity of the stock item which was back-ordered to meet this requisition will be displayed.
REF ACCT LN	Optional. Blank defaults to the first account distribution line entered on the document. Enter the line number of the accounting distribution to be charged for this item.
JOB TYPE	Required if the job number of the reference accounting line is a work order within a branch that requires the use of job type. It will default to the job type entered on the header if left blank. The job type must be valid on the Job Type Table (JOBT) for the work order's branch.

NOTE: Stock requisitions can also be generated from the Requisition Generation (RXGN) table.

19.5.1.5 Sample Inventory Request Form

Requesting agency ___________ Requesting Org ____________

Warehouse ____ Requested by ______________ Phone number _________

Deliver to: Building _______________ Room _____ Ship whole ___

Delivery date _________ Comments ________________________________

Line	Agency	Exp Org	Object	Sub-Object	Rept Cat
01	___	_____	_____	__	_____
02	___	_____	_____	__	_____
03	___	_____	_____	__	_____
04	___	_____	_____	__	_____
05	___	_____	_____	__	_____
06	___	_____	_____	__	_____
07	___	_____	_____	__	_____
08	___	_____	_____	__	_____
09	___	_____	_____	__	_____

CONSUMABLE INVENTORY ____

10 ___ ____ ____ __ ____
__ ___ ____ ____ __ ____
__ ___ ____ ____ __ ____

Ln Num	Stock Item Number		Requested Quantity	Description	Reference Acct Line
001	___________	___	_________	______________________________	__
002	___________	___	_________	______________________________	__
003	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__
___	___________	___	_________	______________________________	__

Unit Superviser Approval _________________________ Date _______

19.5.2 Pick and Issue (PI) Transaction Overview

The Pick and Issue (PI) transaction performs the following functions:

Print New Pick Tickets -- The PI transaction submits the batch program Inventory Pick and Issue Order ITO7 which prints pick tickets for selected stock requisitions for the specified warehouse. Reserved quantities are released and a Stock Issue Confirmation (CI) document is generated for each pick ticket printed, with the CI's scheduling status set to "Hold." End users must later schedule the documents for processing either through "Option 4" or individually, through DDB.

Print New Pick Tickets and Schedule Issue Confirmation Documents -- This option performs the same functions as the first except the CI document's scheduling status is set for off-line and the documents are processed during the next nightly cycle. This option should be used when picked quantities are confirmed the same day they are picked.

Reprint Pick Tickets -- This option reprints unconfirmed picks only. Stock Issue Confirmation (CI) documents and Open Stock Requisition Item Issues Lines will not be created and/or updated. Likewise, the scheduling status of the CI documents will not change.

Schedule For Off-Line Processing -- All Stock Issue Confirmation (CI) documents that were picked on a specified date will be processed. When choosing either of the first three options, the user must also decide to print:

- Pick tickets for all stock requisitions within a given warehouse;
- A single pick ticket for a selected stock requisition;
- A pick ticket for each requisition to be delivered on a specified date.

In order to successfully print pick tickets, there must be an entry for your local printer in the JCL (JCLT) table for the pick list job indicated in the Warehouse Management Master (WHSE) table. This is the job that is read and submitted by the Pick and Issue (PI) processor. OSIS system administration will handle any requests for JCLT changes for new or changing printer addresses.

19.5.2.1 Pick and Issue (PI) Transaction Policies

The following policies apply when processing Pick and Issue (PI) documents :

- Agencies should enter PI transactions to schedule and release previously reserved items (CI) for pick and issue.
- Agency warehouse personnel should send a copy of the ITO7 Pick Ticket with the stock shipment.
- Agencies receiving inventory items should retain the Pick Ticket Report ITO7 to document items received.

19.5.2.2 Pick and Issue (PI) Transaction Procedures

Responsibility	Action
Warehouse Manager	Schedules printing of Pick Tickets to enable warehouse clerks to fill and prepare requested inventory items for pick-up or delivery.
Warehouse Clerks	Collect Pick Tickets and fill inventory requests and make ready for pick-up or delivery.
Warehouse Clerks	Input a "change" action to the Stock Issue Confirmation (CI) document to reflect the actual quantity issued if the quantity issued does not equal the quantity released for pick and issue.

19.5.2.3 Agency-Specific Procedures for the Pick and Issue (PI) Transaction

19.5.2.4 Pick and Issue (PI) Transaction Screen Print and Field Descriptions

The screen print of the Pick and Issue (PI) document is pictured below, and field descriptions follow.

Pick and Input Form (PI)

```
FUNCTION: ............... DOCID: PI   ...  ......Issues      STATUS:
BATID: ...  ...  ......  ORG: ....
H-                            PICK AND ISSUES INPUT FORM

     PICK DATE: .. .. ..                     WAREHOUSE: ....

    SELECT ONE:
        ( . ) PRINT NEW PICK TICKETS
        ( . ) PRINT NEW PICK TICKETS AND SCHEDULE ISSUE CONFIRMATION DOCUMENTS
        ( . ) REPRINT PICK TICKETS
        ( . ) SCHEDULE ISSUE CONFIRMATION DOCUMENTS:
                 ENTER "D" IF WANT TO SCHEDULE CI BY DELIVERY DATE
                 ENTER ANY OTHER CHARACTER IF WANT TO SCHEDULE CI BY PICK DATE

    IF PRINTING, SELECT ONE:
        ( . ) ALL STOCK REQUISITIONS
        ( . ) SPECIFIC STOCK REQUISITION NUMBER: SR ... ...........
        ( . ) SPECIFIC DELIVERY DATE: .. .. ..
```

The field descriptions of the Pick and Issue (PI) document are as follows.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
PICK DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
WAREHOUSE	Required. The code of the warehouse responsible for the pick tickets being printed or Stock Issue Confirmation (CI) documents being scheduled. The code must be valid in the Warehouse Management (WHSE) table.
SELECT ONE OPTION:	One of the following four option fields is required:
PRINT NEW PICK TICKETS	Optional. To print new pick tickets, enter any character in this field to choose this option.
PRINT NEW PICK TICKETS AND	Optional. To print new pick tickets and schedule Stock Issue Confirmation (CI) documents, enter any character in this field to choose this option.

SCHEDULE REPRINT PICK TICKETS	Optional. To reprint pick tickets, enter any character in this field to choose this option.
SCHEDULE CI DOCUMENTS	Optional. To schedule Stock Issue Confirmation (CI) documents by the delivery date, enter "D." To schedule CI documents by the pick date, enter any character in this field to choose this option.
PRINT OPTIONS: ALL STOCK REQUISITIONS	If one of the following options is chosen: to print new pick tickets, print new pick tickets and schedule CI documents, or reprint pick tickets; one of the following print options is required: print all stock requisitions, print one specific stock requisition, or print by a specific delivery date.
SPECIFIC STOCK REQUISITION	Optional. Valid only if one of the following options is chosen: to print new pick tickets, print new pick tickets and schedule CI documents, or reprint pick tickets. Enter any character in this field to choose this option.
STOCK REQUISITION NUMBER: SR	Required *only* if the "print specific stock requisition number" is selected. Enter the stock requisition number of any outstanding stock requisition.
SPECIFIC DELIVERY DATE	Optional. Valid only if one of the following options is chosen: to print new pick tickets, print new pick tickets and schedule CI documents, or reprint pick tickets. Enter any character in this field to choose this option.
DELIVERY DATE	Required *only* if the option to "print the pick tickets by a specific delivery date from the stock requisition" is selected. Enter the specific delivery date on the stock requisitions for which you want to print pick tickets. Any date is accepted as long as the date is valid on the Calendar Date (CLDT) table and entered in MMDDYY format.

19.5.3 Stock Issue Confirmation (CI) Transaction Overview

The Stock Issue Confirmation (CI) transaction confirms to the Consumable Inventory subsystem the actual number of items issued to the buyer. The CI document, created by processing a Pick and Issue (PI) document, contains most of the information found on its referenced Stock Requisition (SR) document. If the quantity actually issued is equal to the quantity released, then the user does not need to make any changes to this document. If however, the quantity issued does not equal the quantity released for pick and issue, the user must change the issued field on the CI document to reflect the actual quantity issued.

While the PI processor will create CI documents for Consumable Inventory subsystem users automatically, users can choose to create individual CI documents.

19.5.3.1 Stock Issue Confirmation (CI) Transaction Policies

The following policies apply to Stock Issue Confirmation (CI) transactions:

- Inventory warehouse clerks will input a Stock Issue Confirmation (CI) transaction when the inventory issued amount does not equal the inventory quantity released for pick and issue transactions.

- When the inventory issued amount equals the quantity released, inventory warehouse clerks will process the CI document for approval by the Warehouse Manager.

19.5.3.2 Stock Issue Confirmation (CI) Transaction Procedures

Responsibility	Action
Warehouse Managers	Review CI documents on SUSF for those pending approval or in hold status. Take appropriate steps to process these documents.
Inventory Clerks	Modify the Stock Issue Confirmation (CI) transaction by changing the issued field to reflect the actual inventory quantity issued.
Inventory Clerks	Process the CI transaction for items issued from the warehouse. CI's should be processed for approval whether the CI was modified or not.

19.5.5.3 Agency-Specific Procedures for the Stock Issue Confirmation (CI) Transaction

19.5.3.4 Stock Issue Confirmation (CI) Transaction Screen Print and Field Descriptions

The screen prints of Screen One and Two of the Stock Issue Confirmation Input Form (CI) transaction are pictured below, and field descriptions follow.

Stock Issue Confirmation Input Form (CI)

```
FUNCTION: ............... DOCID: CI   ...  ...........

STATUS:                 BATID:  ... ...  .....   ORG: ....


 H-
                        STOCK ISSUE CONFIRMATION INPUT FORM

     TRANS DATE    : .. .. ..                    ACCTG PRD   : .. ..
     WAREHOUSE     : ....                        BUDGET FY   : ..
     REQUESTING ORG: ....                        ACTION      : .
     REQUESTED BY  : ....                     REQ TRANS ID: SR ... ...........
     DEL BLDG/ROOM : ..........                  DOC TOTAL   : ....
     PHONE NUMBER  : .............               ISSUE NUMBER: ....
     DELIVERY DATE : .. .. ..                    SHIP WHOLE  : .
     COMMENTS      : ..............................
```

Screen Two of the Stock Issue Confirmation (CI) transaction is pictured below, and field descriptions follow.

```
 FUNCTION: ............... DOCID: CI   ...  ...........       02/28/94 02:41:48
   STATUS:                 BATID: ...  ...  ......  ORG: ....    000-000 OF 000
     LN        STOCK        RELEASE      ISSUE ISSUE       INC/
     NUM    ITEM NUMBER     QUANTITY     UNIT  QUANTITY    DEC    UNIT PRICE
     --- ----------------- ----------- ----- ----------- ---- --------------
     INC/DEC          DESCRIPTION           REF ACCT LINE  TOTAL PRICE
     ------- ----------------------------- ------------- --------------

          LOT NUMBER
     --------------------
 01- ... .............. ... ...........  ....  ............   .  ..............
       .    ..............................       ..      ..............
     ....................
 02- ... .............. ... ...........  ....  ............   .  ..............
       .    ..............................       ..      ..............
     ....................
 03- ... .............. ... ...........  ....  ............   .  ..............
       .    ..............................       ..      ..............
     ....................
 04- ... .............. ... ...........  ....  ............   .  ..............
       .    ..............................       ..      ..............
     ....................
```

The field descriptions of the Stock Issue Confirmation (CI) transaction are as follows.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the Trans Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open on the Accounting Period (APRD) table), using fiscal months and fiscal year. You cannot enter future periods.
WAREHOUSE	Protected. The warehouse code, indicated on the stock requisition, will be displayed.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open on the Fiscal Year (FSYR) table). You cannot enter future budget fiscal years.
REQUESTING ORG	Protected. The requesting organization indicated on the stock requisition will be displayed.
ACTION	Optional. Blank defaults to "E." Enter either: "E" - if this document is a new entry. "M" - if this document is modifying a previous document. This allows you to add lines to a previous document, change the quantities or prices of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original transaction. "X" - if you wish to cancel an existing document.
REQUESTED BY	Protected. The name of the person requesting the stock items will be displayed.
REQ TRANS	Required. Enter the transaction identifier of the Stock

ID: SR	Requisition (SR) for which the issue was made.
DEL BLDG/ROOM	Protected. The delivery building and room number indicated on the stock requisition will be displayed.
DOC TOTAL	Protected. System-computed document total is displayed in this field.
PHONE NUMBER	Protected. The phone number indicated on the stock requisition will be displayed.
ISSUE NUMBER	Protected. The number of issues made against the stock requisition is displayed.
DELIVERY DATE	Protected. The delivery date indicated on the stock requisition will be displayed.
SHIP WHOLE	Protected. The "ship whole" option selected on the stock requisition will be displayed.
COMMENTS	Optional. Enter any notation you want associated with this order, up to 30 characters in length.

Item Data:

LINE NUM	Required. Enter the item line number from the stock requisition, associated with this item.
STOCK ITEM NUMBER	Do not enter. The stock item number indicated on the stock requisition item line will be displayed.
RELEASE QUANTITY	Do not enter. The quantity released by the Pick and Issue transaction will be displayed.
ISSUE UNIT	Do not enter. The standard unit of issue from the Inventory Table entry is displayed in this field for the ordered goods (i.e., box, each, dozen). The value must be valid in the Unit of Measure Master (UNIT) table.
ISSUE QUANTITY	Required. Enter the quantity of goods actually issued, using three decimal places.
ISSUE QTY	Required when document action is "M." Enter either "I" -

INC/DEC	increase, or "D" - decrease to reflect the change in quantity issued.
UNIT PRICE	Optional. Defaults to the current unit price from the Inventory Table entry.
UNIT PRICE INC/DEC	Required when document action is "M." Enter either "I" - increase, or "D" - decrease to reflect the change in current unit price for the issued goods.
DESCRIPTION	Do not enter. The description of the stock item, inferred from the Inventory Table entry, is displayed in this field.
REF ACCT LINE	Optional. Blank defaults to the first accounting distribution line entered on the stock requisition document. Enter the line number of the accounting distribution to be charged for this item.
TOTAL PRICE	Calculated. Do not enter. The system will compute the total price by extending unit price times the quantity.
LOT NUMBER	Required. Enter the Lot/Serial/ID Number associated with the stock items in a given shipment. Must be valid on the Inventory Lot/Serial Number/ID Number (LOTT) table.

19.5.4 Over-the-Counter (OC) Document Overview

The Over-the-Counter (OC) document allows the user to directly take an item from an "On-hand" status to an "Issued" status, bypassing the Pick and Issue (PI) and Stock Issue Confirmation (CI) steps. Avoiding these two steps is possible because it is assumed that when using the Over-the-Counter (OC) document, the user is placing the order and picking up the goods at the same time.

The coding of an OC document is very much the same as the SR document except that the OC document does not permit the back-ordering of items. If there is insufficient quantity of an item available when the OC document is processed, the whole document is rejected instead of back-ordering the items with insufficient quantity. As with the SR document, the OC document checks for minimum and maximum quantities will be bypassed.

Over-the-Counter (OC) documents can also be generated from the Over-the-Counter Generation (OCGN) table. For additional information related to this table, see the *GFS Subsystems User's Guide, Appendix B.*

19.5.4.1 Over-the-Counter (OC) Document Policies

The following policies apply to processing the Over-the-Counter (OC) documents in ISIS:

- Agency warehouse personnel are responsible for processing Over-the-Counter (OC) documents.

- Warehouse personnel should ensure that individuals requesting Over-the-Counter inventory items have the required documentation (approvals) for making such requests.

- Warehouse personnel should call and/or confirm individual authority with warehouse managers and/or agency managers if a request for specialized inventory item(s) is made without proper documentation (authorization) being present. Warehouse personnel should affix a copy of the phone authorization form, designed specifically for each agency, indicating date, time, individual's authorizing pick-up name, and title of the individual. If authorization is given from warehouse management, obtain this person's signature on the warehouse copy of the Over-the-Counter (OC) input form.

- Warehouse managers should develop a list of individuals to contact at each unit to verify requests when necessary.

19.5.4.2 Over-the-Counter (OC) Document Control Agency Procedures

Responsibility	Action
Warehouse Personnel	When filling order(s), warehouse personnel should make a note of any discrepancies between system balances and on-hand balances. These discrepancies should be reported to the warehouse manager for further investigation.
Warehouse Personnel	Inputs the Over-the-Counter (OC) document prior to the over-the-counter transaction being filled.
Warehouse Personnel	Should the OC document reject, investigate errors and review the INVN table to determine reserved stock levels and item status.
Warehouse Personnel	Stock shall never be issued from the warehouse without a properly approved OC document being processed (except where an alternate document such as the CI was used).
Warehouse Personnel	Warehouse managers or their designee should be available for prompt approval of OC documents.

19.5.4.4 Over-the-Counter (OC) Document Screen Print and Field Descriptions

The screen print Screen One of the Over-the-Counter (OC) document is pictured below, followed by Screen Two.

Over-the-Counter Input Form (OC)

```
FUNCTION: ............... DOCID: OC   ...  ...........


  STATUS:                 BATID: ...  ...  ......  ORG: ....
H-                        OVER THE COUNTER INPUT FORM

    TRANS DATE     : .. .. ..                     ACCTG PRD : .. ..
    WAREHOUSE      : ....                         BUDGET FY : ..
    REQUESTING ORG : ....                         ACTION    : .
    REQUESTED BY   : ...................          DOC TOTAL : ....
    COMMENTS       : ..............................
    ALLOW DEFAULT  : .                            JOB TYPE  : ....
                        APPR              REPT          COST              I
    LN FND AGCY ORG/SUB UNIT ACTV OBJ/SUB CAT   JOB #   CAT   TOTAL       D
    -- --- ---- ------- ---- ---- ------- ---- -------- ---- ------------- -
    .. ... ...  .... .. ...  .... .... .. .... ........ ...  ............. .
    .. ... ...  .... .. ...  .... .... .. .... ........ ...  ............. .
    .. ... ...  .... .. ...  .... .... .. .... ........ ...  ............. .
```

Screen Two of the Over-the-Counter (OC) document is pictured below, followed by field descriptions.

```
FUNCTION: ............... DOCID: OC   ...  ...........
  STATUS:                 BATID: ...  ...  ......  ORG: ....
  LN        STOCK          REQUESTED    I  ISSUE                I
  NUM    ITEM NUMBER       QUANTITY     D  UNIT    UNIT PRICE   D  TOTAL PRICE
  --- -----------------  ------------  -  ----- ------------- -  -------------

           DESCRIPTION           BIN #  RF LN  JB TYP     LOT NUMBER
  ------------------------------ ----- ------ ------ --------------------
01- ... .............. ...  ............  .  ....  ..............  .
..............
    ............................. ....   ..   ....  ....................
02- ... .............. ...  ............  .  ....  ..............  .
...............
    ............................. ....   ..   ....  ....................
03- ... .............. ...  ............  .  ....  .............. .  .............
    ............................. ....   ..   ....  ....................
04- ... .............. ...  ............  .  ....  .............. .  .............
    ............................. ....   ..   ....  ....................
05- ... .............. ...  ............  .  ....  .............. .  .............
    ............................. ....   ..   ....  ....................
06- ... .............. ...  ............  .  ....  .............. .  .............
    ............................. ....   ..   ....  ....................
07- ... .............. ...  ............  .  ....  .............. .  .............
    ............................. ....   ..   ....  ....................
```

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the Trans Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open on the Accounting Period (APRD) table), using fiscal months and fiscal years. You cannot enter future periods.
WAREHOUSE	Required. Enter the code of the warehouse from which the goods are requested. The code must be valid in the Warehouse Table (WHSE).
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
REQUESTING ORG	Required. Enter the code of the organization within the requesting agency. The code must be valid in the Organization Master Table (ORGN).
ACTION	Optional. Blank defaults to "E." Enter either: "E" - if this document is a new entry. "M" - if this document is modifying a previous document. This allows you to add lines to a previous document, change the quantities or prices of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original transaction. "X" - if you wish to cancel an existing document.
REQUESTED BY	Required. Enter the name of the person who requested the order, to whom questions should be addressed about the order.
	Protected. System-computed document total is displayed in

DOC TOTAL	this field.
COMMENTS	Optional. Enter any notation you want associated with this order, up to 30 characters in length.
ALLOW DEFAULT	Optional. If coded, value must be "Y", "N" or blank on original entry. If "Y" is entered, the system will default the accounting distribution from the Agency table if there is an error in the document accounting distribution. A "Y" cannot be entered when modifying a previous document.
JOB TYPE	Optional. Enter the job type to be defaulted to commodity lines. May not be entered on a modification entry. The job type must be valid on the JOB Type Table (JOBT) for the work order's branch.
Accounting Data:	
LN	Required. Enter a different number for each line on the document. Numbers 01 to 99 are valid. This number will be referenced from the item lines of this transaction. If this line is an adjustment to a previously entered line, the code must match the one used on the original transaction.
FND	Inferred from the Continuing Organization table using the organization code. This is the code of the fund that is to be charged for this requisition. The code used must be valid in the Fund Master Table (FUND). If document action is "M," this code is optional. If coded, it must match the original transaction.
AGCY	Required on original entry. Enter the code of the agency to be charged. The code used must be valid in the Agency Master Table (AGCY), and the fund/agency combination must be valid in the Fund/Agency Master Table (FAGY). If document action is "M", this code is optional. If coded, it must match the original transaction.
ORG	Required on original entry if the Expense Budget Organization Option in the Fund/Agency Master Table (FAGY) is "Y" for this fund/agency combination. Otherwise, used for reporting purposes only. Enter the code of the organization to be charged. The code used must be valid in the Organization Master Table (ORGN). If document action is "M", this code

is optional. If coded, it must match the original transaction.

SUB-ORG

Required if the Sub-Organization Required Option-SP is "Y", "1" or "2" in the Organization Table; otherwise, optional. Record the code of the sub-organization. The code used must be valid in the Sub-Organization Master Table (SORG). You must code an organization before you can code a sub-organization.

APPR UNIT

Inferred from the Continuing Organization table using the organization code. This is the code of the appropriation that is to be charged for this order. The code must be valid and active in the Appropriation Inquiry (APPR) table. If this is an adjustment to a previously entered transaction, the code must be the same as the one on the original transaction.

ACTV

Optional. Required if the Expense Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for this fund/agency combination. However, the code can be inferred from the Organization Master Table if included there. Codes on input forms override codes in the Organization Table. Enter the code of the activity to be charged. If document action is "M", this code is optional. If coded, it must match the original transaction.

OBJ

Required on original entry. Enter the code from the Object Master Table (OBJT) that best describes the item being requested. It may not be a personal services object. If document action is "M", this code is optional. If coded, it must match the original transaction.

SUB-OBJ

Further classification of the object code. Required on original entry if the expense budget line for this expenditure has a "Y" in the Sub-Object Option field. Otherwise, optional. If document action is "M", and this field is coded, it must match the original transaction.

RPTG CAT

Inferred from the Continuing Organization table using the organization code. This code must be valid in the Reporting Category Table (RPTG).

Optional. Enter the project code, if one applies. If document

JOB #	action is "M", and this field is coded, it must match the original transaction.
COST CAT	Protected. Inferred from the Stores Default Cost Category of the Work Order Branch if a work order number is entered in the Job Number field.
TOTAL	Calculated. Do not enter. The system will compute and display the cost that is to be charged to this accounting distribution from the item lines.
I/D IND	Protected. On a modification, the sign of the total amount is displayed as follows: D = decrease I = increase
Item Data:	
LN NUM	Required. Enter the item line number associated with this item.
STOCK ITEM NUMBER	Required when action is "E." Enter the stock item code that identifies the goods requested. The code must be valid in the Inventory Master Table (INVN).
REQUESTED QUANTITY	Required when action is "E." Enter the quantity of goods requested, to three decimal places.
QUANTITY I/D IND	Required when a quantity is entered and action is "M." Enter either "I" - increase, or "D" - decrease to reflect the change in quantity ordered.
ISSUE UNIT	Optional. The standard unit of issue, inferred from the Inventory Table entry, is displayed in this field.
UNIT PRICE	Optional. Defaults to current unit price from the Inventory Table entry.
PRICE I/D IND	Required when unit price is entered and action is "M." Enter either "I" - increase, or "D" - decrease to reflect the change in unit price.
TOTAL PRICE	Calculated. Do not enter. System will compute the total price by extending "unit price" times the "quantity."
	Inferred; do not enter. The description from the Inventory

DESCRIPTION	Table entry is displayed in this field.
BIN #	Inferred; do not enter. The location of the item in the warehouse will be displayed.
RF LN	Optional. Blank defaults to the first account distribution line entered on the document. Enter the line number of the accounting distribution to be charged for this item.
JB TYP	Required if the job number of the reference accounting line is a work order within a branch that requires the use of job type. It will default to the job type entered on the header if left blank. The job type must be valid on the Job Type Table (JOBT) for the work order's branch.
LOT NUMBER	Conditional. Optional if LOT REQUIRED indicator on the Inventory Master Table (INVN) = "**N**", otherwise required. Enter the Lot/Serial/ID Number associated with the stock items in a given shipment. Value must be valid in the Inventory Lot/Serial/ID Number (LOTT) table.

NOTE: Over-the-Counter (OC) documents can also be generated from the Over-the-Counter Generation (OCGN) table.

19.5.4.5 Sample Over-the-Counter Telephone Confirmation

Date ____________________ Time _______________________

Requested by _________________________ Title ______________________

Requesting agency ____________________ Requesting Org _____________

Requester's Phone Number _____________ Warehouse __________________

Authorized by ________________________ Title ______________________

Comments ____

Warehouse Manager's approval ____

Requestor's initials _______________

19.5.5 Stock Return (SN) Document Overview

A Stock Return (SN) document allows users to return previously issued items to the inventory of the issuing warehouse regardless of how the original issuance took place (SR, PI, CI, or OC). Information in the header section of the document indicates the document ID of original issue, the responsible organization, the warehouse used, who it was returned by and why, and any specific return charge(s). The accounting lines detail the expense budget lines that are to be credited for the return. The item lines detail the stock item, its description, the quantity returned, and the item price.

When a Stock Return (SN) document references an original issue document that is still on the open stock requisition tables, the user only needs to enter the responsible organization, the reason code, the item line number, and the quantity returned. The rest of the information will be inferred from the open stock requisition tables.

19.5.5.1 Stock Return (SN) Document Policies

The following policies apply to processing Stock Return (SN) documents in ISIS:

- Inventory warehouse personnel are responsible for processing Stock Return (SN) documents.
- Inventory managers are responsible for approving SN documents.

19.5.5.2 Stock Return (SN) Document Procedures

Responsibility	Action
Warehouse Personnel	Receives returned inventory items and notes who is making the return, reason for the return, and assesses any specific return charge(s), if applicable.
Warehouse Personnel	Returned items that have an "expiration/do not use after" date, should be handled through normal approved agency procedures.
Warehouse Personnel	Enter the Stock Return (SN) document indicating required information associated with the return of the inventory item(s).
Warehouse Managers	Approves and processes SN documents entered by warehouse personnel.
Warehouse Personnel	Returns inventory item to proper location/bin in warehouse.

19.5.5.3 Agency-Specific Procedures for the Stock Return (SN) Document

19.5.5.4 Stock Return (SN) Document Screen Print and Field Descriptions

The screen print of the Stock Return (SN) document is pictured below, and field descriptions follow.

Stock Return Input Form (SN)

```
FUNCTION: ............... DOCID: SN   ...  ...........



  STATUS:                 BATID: ...  ...  ......  ORG: ....
H-                           STOCK RETURN INPUT FORM
     TRANS DATE   : .. .. ..                   ACCTG PERIOD : .. ..
     WAREHOUSE    : ....                       BUDGET FY    : ..
     RETURNING ORG: ....                       ACTION       : .
     RETURNED BY  : ....................       REF TRANS ID : .. ...........
     RETURN CODE  : ......                     DOC TOTAL    : ....
     RETURN CHARGE: ..............             OVERRIDE     : .
     COMMENTS     : ..............................    JOB TYPE: ....
                        APPR              REPT          COST                I
    LN FND  AGCY ORG/SUB UNIT ACTV OBJ/SUB CAT   JOB #   CAT     TOTAL       D
    -- ---- ---- ------- ---- ---- ------- ---- -------- ---- ------------- -
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
    .. ...  ...  .... .. ...  .... .... .. .... ........ ...  .............. .
```

Screen Two of the Stock Return (SN) document is pictured below, and field descriptions follow.

```
FUNCTION: ............... DOCID: SN   ...  ...........
  STATUS:                 BATID: ...  ...  ......  ORG: ....
 LN        STOCK          RETURNED    I   ISS                 I
 NUM    ITEM NUMBER       QUANTITY    D   UNIT   UNIT COST    D  UNIT PRICE
 --- ------------------  ------------ -   ----- -------------  - --------------
 I                                        REF ACCT  JOB      TOTAL
 D        DESCRIPTION              BIN #     LN     TYPE     PRICE
 -  ------------------------------  -----  --------- ----  -------------
      LOT NUMBER       EXPIR DATE
 --------------------  --------
01- ... ..............      ............ .   ....  .............. . ..............
 .  ..............................   .....     ..    .... ...............
 ....................  .. .. ..
02- ... ..............      ............ .   ....  .............. . ..............
 .  ..............................   .....     ..    .... ...............
 ....................  .. .. ..
03- ... ..............      ............ .   ....  .............. . ..............
 .  ..............................   .....     ..    .... ...............
  ....................  .. .. ..
04- ... ..............      ............ .   ....  .............. . ..............
 .  ..............................   .....     ..    .... ...............
....................  .. .. ..
```

The field descriptions of the Stock Return (SN) document are as follows.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PERIOD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the Trans Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open in the Accounting Period (APRD) table), using fiscal months and fiscal years. You cannot enter future accounting periods.
WAREHOUSE	Required on original entry. Optional, otherwise. Enter the code of the warehouse to which the goods are being returned. The code must be valid in the Warehouse Table (WHSE).
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
RETURNING ORG	Required on original entry. Optional, otherwise. Enter the code of the organization within the returning agency. The code must be valid in the Organization Master Table (ORGN).
ACTION	Optional. Blank defaults to "E." Enter either: "E" - if this document is a new, original entry. "M" - if this document is modifying a previous document. This allows you to add lines to a previous document, change the quantities or unit price of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original transaction. "X" - if you wish to cancel an existing document.
RETURNED BY	Required. Enter the person who is returning the items.

REF TRANS ID	Optional on entry or modification. Enter the transaction code and number of the SR or OC from which the items being returned were originally issued.
RETURN CODE	Required on new entry or modification documents. Enter the code that describes the reason for the return. This code must be valid on the Return Code Master Table (RETC).
DOC TOTAL	Protected. The system-computed document total is displayed in this field.
RETURN CHARGE	Required on original entry, if return charge override is desired. Enter the amount of the return charge to be deducted from the credit to the returning organization for the returned items. Otherwise, leave blank. If override is not selected, the total return charge is computed from the Inventory Master Table (INVN) and displayed in this field.
OVERRIDE	Optional. Enter "X" if a specific return charge is entered which is to override the system computed amount.
COMMENTS	Optional. Enter any notation you want associated with this order, up to 30 characters in length. Defaults to the description associated with the return code if left blank.
JOB TYPE	Optional. Enter the job type code to be defaulted to the commodity lines. May not be entered on a modification. The job type must be valid on the Job Type Table (JOBT) for the work order's branch.
Accounting Data:	
LN	Accounting distribution data is required on original entry and modification documents only if the "Ref Trans ID" field is blank. Otherwise, leave accounting data blank and it will be inferred from the prior referenced document.
FND	Inferred from the Continuing Organization table using the organization code. This is the code of the fund that is to be charged for this requisition. The code used must be valid in the Fund Master Table (FUND). If document action is "M," this code is optional. If coded, it must match the original transaction.

AGCY	Required on original entry. Enter the code of the agency to be charged. The code used must be valid in the Agency Master Table (AGCY) and the fund/agency combination must be valid in the Fund/Agency Master Table (FAGY). If document action is "M", this code is optional. If coded, it must match the original transaction.
ORG	Required on original entry, if the Expense Budget Organization Option in the Fund/Agency Master (FAGY) table is "Y" for this fund/agency combination. Otherwise, used for reporting purposes only. Enter the code of the organization to be charged. The code used must be valid in the Organization Master (ORGN) table. If document action is "M," this code is optional. If coded, it must match code on the original transaction.
SUB-ORG	Required if the Sub-Organization Required Option-SP is "Y", "1" or "2" in the Organization Table; otherwise, optional. Record the code of the sub-organization. The code used must be valid in the Sub-Organization Master (SORG) table. You must code an organization before you can code a sub-organization.
APPR UNIT	Inferred from the Continuing Organization table using the organization code. This is the code of the appropriation that is to be charged. The code must be valid and active in the Appropriation Inquiry (APPR) table. If this is an adjustment to a previously entered transaction, the code must be the same as the one on the original transaction.
ACTV	Optional. Required if the Expense Budget Activity Option in the Fund/Agency Master Table (FAGY) is "Y" or "A" for this fund/agency combination. However, the code can be inferred from the Organization Master Table (ORGN) if included there. Codes on input forms override codes in the Organization table. Enter the code of the activity to be charged. If document action is "M", this code is optional. If coded, it must match the original transaction.
OBJ	Required on original entry. Enter the code from the Object Master (OBJT) table that best describes the item being requested. It may not be a personal services object. If document action is "M," this code is optional. If coded, it must match the original transaction.

SUB-OBJ	Further classification of the object code. Required on original entry if the expense budget line for this expenditure has a "Y" in the Sub-Object Option field. Otherwise, optional. If document action is "M", and this field is coded, it must match the original transaction.
REPT CAT	Inferred from the Continuing Organization table using the organization code. This code must be valid in the Reporting Category Master (RPTG) table.
JOB #	Optional. Enter the project code, if one applies. If document action is "M", and this field is coded, it must match the original transaction.
COST CAT	Protected. Inferred from the Stores Default Cost Category of the work order branch if a work order number is entered in the job number field.
TOTAL	Protected. Do not enter. The system will compute and display the cost that is to be charged to this accounting distribution from the item lines.
I/D IND	Protected. On a modification document entry, the sign of the total amount is displayed as follows: "D" - Decrease or "I" - Increase.

Item Data:

LN NUM	Required. Enter the item line number associated with this item. This is the item line number of the original entry document on a modification or the item line number of the prior document if a referenced transaction ID was entered.
STOCK ITEM NUMBER	Required when document action is "E." Enter the unique stock item code that identifies the goods requested. The code must be valid in the Inventory Master Table (INVN).
RETURNED QUANTITY	Required on original entry. Enter the number of stock items returned, to three decimal places. Optional on modification document entries.
QUANTITY I/D IND	Required when action is "M" if quantity is entered. Enter either "I" - increase, or "D" - decrease to reflect the change in quantity ordered.

ISS UNIT	Inferred; do not enter. The standard unit of issue from the Inventory Table entry is displayed in this field.
UNIT COST	Optional on original entry. Defaults to the unit cost from the Inventory Table. On a modification entry, enter any adjustment to the original unit cost.
UNIT COST I/D IND	Required when document action is "M," if unit cost is entered. Enter "I" - increase or "D" - decrease to reflect the change in the original unit cost.
UNIT PRICE	Optional on original entry. Defaults to the current unit price from the Inventory Table. On a modification entry, enter any adjustment to the original unit price.
UNIT PRICE I/D IND	Required when document action is "M," if unit price is entered. Enter "I" - increase or "D" - decrease to reflect the change in original unit price.
DESCRIPTION	Inferred; do not enter. The description from the Inventory Table entry is displayed in this field.
BIN #	Inferred; do not enter. The location of the item in the warehouse will be displayed.
REF ACCT LN	Optional. Blank defaults to the first accounting distribution line entered on the document. Enter the line number of the accounting distribution to be charged for this item.
JOB TYPE	Required if the job number of the reference accounting line is a work order within a branch that requires the use of the job type. It will default to the job entered on the header if left blank. The job type must be valid on the Job Type Table (JOBT) for the work order's branch.
TOTAL PRICE	Calculated. The system will compute the "Total Price" by extending the "Unit Price" times the "Quantity."
LOT NUMBER	Conditional. Optional if LOT REQUIRED indicator on the Inventory Master Table (INVN) = "**N**", otherwise required. Enter the Lot/Serial/ID Number associated with the stock items in a given shipment. The Lot/Serial/ID Number must be valid in the Inventory Lot/Serial/ID Number (LOTT) table.

EXPIR DATE	Inferred; do not enter. If available, the system will infer the expiration date of a given shipment.

19.5.6 Stock Transfer Issue (TI) Document Overview

The Stock Transfer Issue (TI) document is the first of two steps in allowing a user to transfer stock items from one warehouse to another. The second step is the Stock Transfer Receipt (TR) document.

The TI document sets up the transfer process by reserving a specific quantity of items for transfer. There are no accounting consequences of this transaction.

19.5.6.1 Stock Transfer Issue (TI) Document Policies

The following policies apply when processing Stock Transfer Issue (TI) documents in ISIS:

- Warehouse managers are responsible for evaluating inventory quantities to be stored at each warehouse location.
- Warehouse managers are responsible for ensuring that available inventory resources are utilized before requesting additional items from vendors.
- Warehouse managers are responsible for approving Stock Transfer Issue (TI) documents in the ISIS system.

19.5.6.2 Stock Transfer Issue (TI) Document Procedures

Responsibility	**Action**
Warehouse Personnel	Reviews Stock Requisition (SR) and/or requesting documents and performs inquiry into Inventory Master (INVN) table to determine availability and location of requested item(s).
Warehouse Personnel	Directs inventory requestors to alternate location(s) if requested item(s) are not available at this warehouse location, or notifies warehouse management if requested stock item(s) are available at another warehouse location.
Warehouse Management	Inputs Stock Transfer Issue (TI) document making transfer of inventory items to another warehouse and arranges for pick-up and/or delivery of transferred item(s).

Warehouse Management	Notifies receiving warehouse of transferred items and scheduled delivery date and time.

19.5.6.3 Agency-Specific Procedures for the Stock Transfer Issue (TI) Document

19.5.6.4 Stock Transfer Issue (TI) Document Screen Print and Field Descriptions

The screen print of the Stock Transfer Issue (TI) document is pictured below, and field descriptions follow.

Stock Transfer Issue Input Form (TI)

```
  FUNCTION: ............... DOCID: TI   ...  ...........
 STATUS:                BATID: ...  ...  ......  ORG: ....

H-                           STOCK TRANSFER ISSUE INPUT FORM

      TRANS DATE   : .. .. ..                        ACTION : .
      ISSUING WHSE : ....                     RECEIVING WHSE: ....
      ISSUED BY    : ....................
      DELIVERY DATE: .. .. ..
      ISSUED DATE  : .. .. ..
      COMMENTS     : .............................
    LN        STOCK          TRANSFER     ISSUE  INC/
    NUM    ITEM NUMBER       QUANTITY     UNIT   DEC
    ---  ------------------ ----------- -----  ----
    DESCRIPTION                      LOT NUMBER
    ------------------------------  -------------------
01- ...  .............. ...  ............  ....   .
    ............................  .....................
02- ...  .............. ...  ............  ....   .
    ............................  .....................
```

The screen field descriptions of the Stock Transfer Issue (TI) document are as follows.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACTION	Optional. Blank defaults to "E." Enter either: "E" - if this document is a new, original entry. "M" - if this document is modifying a previous document. This allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original transaction. "X" - if you wish to cancel an existing document, the existing document cannot have been received.
ISSUING WHSE	Required when document action is "E." Enter the code of the warehouse from which goods are being transferred. The code must be valid in the Warehouse Management Master (WHSE) table.
RECEIVING WHSE	Required when document action is "E." Enter the code of the warehouse to which to which goods are being transferred. The code must be valid in the Warehouse Management table (WHSE).
ISSUED BY	Required when document action is "E." Enter the name of the person responsible for issuing the transfer.
DELIVERY DATE	Required when document action is "E." Enter the future date by which the transfer must be received. The date must be valid in the Calendar Date (CLDT) table.
ISSUED DATE	Required when document action is "E." Enter the current date or past date when the transfer was issued. The date must be valid in the Calendar Date (CLDT) table.
COMMENTS	Optional. Enter any text you want associated with the issue of the transferred goods, up to 30 characters.

Item Data:

LN NUM	Required. Enter the item line number associated with this item. Values 01 to 99 are valid.
STOCK ITEM NUMBER	Required when document action is "E." Enter the unique stock item code that identifies the goods transferred. The code must be valid in the Inventory Master Table (INVN).
TRANSFER QUANTITY	Required. Enter the quantity of goods transferred, to three decimal places.
ISSUE UNIT	Inferred; do not enter. The standard unit of issue from the Inventory Table entry is displayed in this field.
INC/DEC IND	Required when document action is "M." Enter either "I" - increase or "D" - decrease to reflect the change in quantity transferred.
DESCRIPTION	Inferred; do not enter. The description from the Inventory Table entry is displayed in this field.
LOT NUMBER	Conditional. Optional if LOT REQUIRED indicator on the Inventory Master Table (INVN) = "**N**", otherwise required. Enter the Lot/Serial/ID Number associated with the stock items in a given shipment. The Lot/Serial/ID Number must be valid in the Inventory Lot/Serial/ID Number (LOTT) table.

19.5.7 Stock Transfer Receipt (TR) Document Overview

The Stock Transfer Receipt (TR) document is the second of two steps in allowing a user to transfer stock items from one warehouse to another. The first step is the Stock Transfer Issue (TI) document.

The Stock Transfer Receipt (TR) document completes the transfer process by indicating the actual quantity received. It is at this point that the accounting entries are made. Because there is no reference transaction field for this document, the TR document ID must be the same as the TI document that it is to receive from.

The header section of the document indicates the issuing and receiving warehouses, the date of receipt, who the goods were received by, and whether the whole receipt was in good order. The user only needs to enter who the goods were received by and the date. The rest of the information, item lines included, will be inferred from the open tables.

If all the quantities were not in good order, the user must enter each item line number and the actual quantity received. The stock item number, description, and original transfer quantity will be inferred from the open tables.

19.5.7.1 Stock Transfer Receipt (TR) Document Policies

The following policies apply when processing Stock Transfer Receipt (TR) documents in ISIS:

- Warehouse personnel are responsible for validating the receipt of transferred inventory items. A physical count and inspection should be made of each item received.
- Warehouse personnel are responsible for inputting the Stock Transfer Receipt (TR) document in ISIS.
- Warehouse managers are responsible for approving TR documents.

19.5.7.2 Stock Transfer Receipt (TR) Document Control Agency Procedures

Responsibility	**Action**
Warehouse Personnel	Receives transferred inventory and inspects for condition and quantity received. Makes notes indicating condition of items if damaged or if inventory transfer amounts are not in agreement with inventory received amounts.
Warehouse Personnel	Notifies warehouse management of overages/shortages in items received, and condition of items, if damaged.
Warehouse Management	Schedules return of damaged inventory items (if appropriate) to sending warehouse, and advises sending warehouse to cancel transfer of inventory items or reschedule new transfer of items.
Warehouse Management	Inputs Stock Transfer Receipt (TR) document identifying each item line number and the actual quantity received if shipped and received quantities do not match.
Warehouse Personnel	Inputs TR document if quantity and condition of inventory items are acceptable to receiving warehouse.

19.5.7.3 Agency-Specific Procedures for the Stock Transfer Receipt (TR) Document

19.5.7.4 Stock Transfer Receipt (TR) Document Screen Print and Field Descriptions

The screen print of the Stock Transfer Receipt (TR) document is pictured below, followed by field descriptions.

Stock Transfer Receipt Input Form (TR)

```
  FUNCTION: ............... DOCID: TR   ...  ...........
 STATUS:                  BATID: ...  ...  ......  ORG: ....
H-                         STOCK TRANSFER RECEIPT INPUT FORM

    TRANS DATE    : .. .. ..                   ACCTG PERIOD : .. ..
    RECEIVING WHSE:                            BUDGET FY    : ..
    RECEIVED BY   : ....................       ACTION       : .
    RECEIVED DATE : .. .. ..                   ISSUING WHSE :
    ALL QTY OKAY  : .
    COMMENTS      : ..............................

    LN       STOCK          TRANSFER     ISSUE  RECEIVED     INC/
    NUM    ITEM NUMBER      QUANTITY     UNIT   QUANTITY     DEC
    ---  ------------------ ----------- -----  ----------- ----
    DESCRIPTION                      LOT NUMBER      EXP DATE
    ----------------------------- ------------------- --------
01- ...  .............. ...  ............  ....  ............  .
    .............................. .................... .. .. ..
02- ...  .............. ...  ............  ....  ............  .
    .............................. .................... .. .. ..
```

The field descriptions of the Stock Transfer Receipt (TR) document are as follows.

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period, inferred from the Trans Date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be

	open in the Accounting Period (APRD) table), using fiscal months and fiscal years. You cannot enter future accounting periods.
RECEIVING WHSE	Protected. The receiving warehouse code, indicated on the Stock Transfer Issue (TI) document, will be displayed.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
RECEIVED BY	Required when document action is "E." Enter the name of the person responsible for the receipt of the transfer.
ACTION	Optional. Blank defaults to "E." Enter either: "E" - if this document is a new, original entry. "M" - if this document is modifying a previous document. This allows you to add lines to a previous document, change the quantities of existing lines (not codes), or cancel a line (decrease a line to zero). On modify transactions, all codes must match the original transaction. "X" - if you wish to cancel an existing document.
RECEIVED DATE	Required when document action is "E." Enter the current or past date when the transfer was received.
ISSUING WHSE	Protected. The code of the issuing warehouse indicated on the Stock Transfer Issue (TI) document will be displayed.
ALL QTY OKAY	Optional. Enter "Y" if the entire transfer was received and the quantity received is equal to the quantity issued for every stock item. Otherwise, enter "N."
COMMENTS	Optional. Enter any notation you want associated with the receipt of the transferred goods, up to 30 characters in length.
Item Data: LN NUM	Required. Enter the item line number associated with this item. Values from 001 to 999 are valid.
	The "required" fields are only required if the "ALL QUANTITY OKAY" field = "N."

STOCK ITEM NUMBER	Inferred; do not enter. The unique stock item code from the TI document line is displayed.
TRANSFER QUANTITY	Inferred; do not enter. The quantity indicated on this item line of the Stock Transfer Issue (TI) document will be displayed.
ISSUE UNIT	Inferred; do not enter. The standard unit of issue from the Inventory Table entry is displayed in this field.
RECEIVED QUANTITY	Required. Enter the quantity of goods received, to three decimal places. The "required" fields are only required if the "ALL QUANTITY OKAY" field = "N."
INC/DEC IND	Required when document action is "M." Enter either "I" - increase, or "D" - decrease to reflect the change in quantity received.
DESCRIPTION	Inferred; do not enter. The description of the stock item, inferred from the Inventory Table entry, is displayed in this field.
LOT NUMBER	Conditional. Optional if LOT REQUIRED indicator on the Inventory Master Table (INVN) = "**N**", otherwise required. Enter the Lot/Serial/ID Number associated with the stock items in a given shipment. The Lot/Serial/ID Number must be valid in the Inventory Lot/Serial/ID Number (LOTT) table.
EXPIR DATE	Inferred; do not enter. If available, the system will infer the expiration date of a given shipment.

19.5.8 Physical Inventory Adjustment (IA) Document Overview

The Physical Inventory Adjustment (IA) document allows the user to adjust the quantity or unit cost of an item. Adjustments are classified by an adjustment code.

The warehouse code is the only header field that must be entered. All other header fields will default if not entered. The item lines detail the stock item, its description, adjustment code, and the adjustment to take place, either quantity or value per unit. The accounting distribution that is used for ledger posting is inferred from the Inventory Master (INVN) table and the Warehouse Management Master (WHSE) table.

19.5.8.1 Physical Inventory Adjustment (IA) Document Policies

The following policies apply when processing Physical Inventory Adjustment (IA) documents in ISIS:

- Physical inventory counts must be conducted at least once per year, and the count must be concluded by the 30th day of July. Adjusted inventory values must be reported by the 10th of August for inclusion in the State's Comprehensive Annual Financial Report (CAFR).

- Inventory adjustments which exceed 10 percent in either dollar value or item count must be reported to agency fiscal officers. Agency approval must be received before these values can be adjusted. Inventory managers are required to investigate significant inventory shortages and provide recommendations for safeguarding inventory items.

- Warehouse managers are responsible for processing Physical Inventory Adjustment (IA) documents in ISIS for approval by the agency fiscal officer.

- Fiscal officers are responsible for approving and processing all IA documents in ISIS.

19.5.8.2 Physical Inventory Adjustment (IA) Document Procedures

Responsibility	Action
Warehouse Personnel	Periodically reviews inventory balances per ISIS online and hard-copy reports and compares to actual physical inventory counts.
Warehouse Personnel	Conducts annual inventory counts and reports balances to warehouse management.

Warehouse Management	Reviews physical inventory counts and reports any significant inventory overages/shortages to agency fiscal officers.
Agency Fiscal Officers	Investigate significant inventory overages/shortages and assist warehouse management in implementing internal controls and/or policies and procedures to safeguard inventory items.
Warehouse Managers	Input Physical Inventory Adjustment (IA) documents for adjusting quantity on-hand. The quantity must be expressed as a positive whole number. An increase/decrease entry must be made into the "Increase/Decrease Indicator" field. When coding a Physical Inventory Adjustment (IA) document for adjusting value per unit, the adjustment amount must be expressed as a positive integer with three decimal places. Indicate an increase/decrease by entering the appropriate code into the "Increase/Decrease Indicator" field. When using the IA document to add an item into the warehouse that was not acquired through an inventory or AGPS/Inventory transaction, both the quantity and value per unit may need adjusting. For items previously used, two separate documents will be used. If this item has never been tracked in this warehoue, one IA can be entered with both the quantity and unit price entered.

19.5.8.3 Agency-Specific Procedures for the Physical Inventory Adjustment (IA) Document

19.5.8.4 Physical Inventory Adjustment (IA) Document Screen Print and Field Descriptions

The screen print of the Physical Inventory Adjustment (IA) document is pictured below, and field descriptions follow.

Physical Inventory Adjustment Input Form (IA)

```
FUNCTION: ............... DOCID: IA   ...  ...........

STATUS:                                  BATID:  ...    ...    ......    ORG:  ...

 H-                    PHYSICAL INVENTORY ADJUSTMENT INPUT FORM

        TRANS DATE: .. .. ..                        ACCTG PRD: .. ..
        WAREHOUSE : ....                            BUDGET FY: ..
        COMMENTS  : .............................   ACTION   : .

 01-
           STOCK ITEM: .............. ...  ..............................
       ADJUSTMENT CODE: ......             ..............................
             EXP DATE: ....................
           LOT NUMBER: .. .. ..

             ADJUST QUANTITY ON HAND      OR      ADJUST VALUE PER UNIT
           ----------------------------       ------------------------
           QUANTITY: ............             AMOUNT:  ..............
               I/D : .                          I/D :  .
```

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.
TRANS DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the Trans Date. To record these transactions in some other accounting period, enter the desired period (it must be open on the Accounting Period (APRD) table), using fiscal month and fiscal year (MMYY). You cannot enter a future accounting period.
WAREHOUSE	Required. Enter the warehouse code of the warehouse requesting the inventory adjustment. The code used must be valid in the Warehouse Master Table (WHSE).
BUDGET FY	Optional. If left blank, the transactions on this document are applied to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (YY) (it must be open). You cannot enter

	a future budget fiscal year.
COMMENTS	Optional. Enter any notation you want associated with this document, up to 30 characters in length.
ACTION	Optional. Blank defaults to "E." Enter "E" if this document is a new entry. Enter "M" if this document is to be modified.
Item Data:	
STOCK ITEM	Required. The code must uniquely identify a stock item within a warehouse. The code used must be a valid code on the Inventory Master Table (INVN).
STOCK ITEM DESCRIPTION	System-generated. The description of the entered stock item is inferred from the Inventory Master Table (INVN).
ADJUSTMENT CODE	Required. The adjustment code defines the reason this adjustment is necessary. The code used must be valid on the Adjustment Code Master (ADJC) table. If the code used does not exist, check with your supervisor to see if a new code should be added to the ADJC table.
ADJUSTMENT DESCRIPTION	Inferred. The description of the entered adjustment code from the Adjustment Code Master table (ADJC).
EXP DATE	Optional. Enter the expiration date of a given shipment.
LOT NUMBER	Optional. Enter the Lot/Serial/ID Number associated with the stock items in a given shipment. The value must be valid in the Inventory Lot/Serial/ID Number (LOTT) table.
ADJUST QUANTITY ON HAND:	
QUANTITY	Required for a quantity adjustment. Enter the number of units, to three decimal places, to be added to or subtracted from the on-hand quantity of the stock item. If decreasing the on-hand quantity, the entered quantity must not be greater than the on-hand quantity.
ADJUST VALUE PER UNIT:	
AMOUNT QUANTITY I/D IND	Required for a value adjustment. Enter the amount, to three decimals, that the unit cost is to be adjusted. If decreasing an item's unit cost, this entered amount may not be greater than the current unit cost.

AMOUNT I/D IND	Required for a quantity adjustment. Enter either: "I" - to add the quantity to the on-hand quantity. "D" - to subtract from the on-hand quantity. Required for a value adjustment. Enter either: "I" - to add the amount to the unit cost of the stock item "D" - to subtract the amount from the unit cost of the stock item.

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